U.S. DEPARTMENT OF HOMELAND SECURITY

Office of State and Local Government Coordination and Preparedness

Office for Domestic Preparedness

Fiscal Year 2005 Port Security Grant Program

Program Guidelines and Application Kit

U.S. DEPARTMENT OF HOMELAND SECURITY

Foreword

On October 18, 2004, the President signed the Department of Homeland Security (DHS) Appropriations Act of 2005. The 2005 appropriation by Congress is a firm commitment to continuing the work necessary to enhance the security of the United States of America against the threat posed by terrorism.

The DHS Appropriations Act of 2005 provides $150 million for port security grants. These grants will provide assistance for physical security enhancements in the Nation's most at-risk seaports. *The Fiscal Year (FY) 2005 Port Security Grant (PSG) Program reflects the intent of Congress and the Administration to create a sustainable effort for the protection of critical infrastructure from terrorism, especially explosives and non-conventional threats that would cause major disruption to commerce and significant loss of life.*

The Office of State and Local Government Coordination and Preparedness (SLGCP), Office for Domestic Preparedness (ODP) has designed this program in coordination with federal partner agencies and industry, including the United States Coast Guard (USCG), the Information Analysis and Infrastructure Protection Directorate (IAIP), Border and Transportation Security Directorate (BTS) and the Transportation Security Administration (TSA) within DHS, the Maritime Administration (MARAD) within the Department of Transportation, and the American Association of Port Authorities (AAPA). The FY 2005 PSG focuses on protection against small craft, underwater attacks and vehicle borne improvised explosive devices, enhanced explosives detection capabilities for the owners/operators of vehicle ferries and associated facilities, and facility security enhancements in the Nation's highest risk ports.

DHS is committed to working with the owners and operators of America's critical transportation infrastructure as part of the national effort to combat terrorism and secure our homeland.

Michael Chertoff
Secretary
Department of Homeland Security

Contents

I. A Framework for Infrastructure Protection

The Department of Homeland Security's Port Security Grant Program is an important component of a larger, coordinated Administration program to strengthen America's critical infrastructure. The framework for these efforts is set out in a series of Homeland Security Presidential Directives (HSPD's), the National Preparedness Goal and its associated work products, and the National Infrastructure Protection Plan.

HSPD-8 establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters and other emergencies by requiring a National Preparedness Goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments and outlining actions to strengthen preparedness capabilities of federal, state, and local entities.

The **National Preparedness Goal** establishes the requirement for federal, state, local and tribal entities to achieve and sustain nationally accepted risk based target levels of capability for prevention, preparedness, response and recovery for major events, especially terrorism. The target levels of capability are based upon National Planning Scenarios, a Universal Task List, and a Target Capabilities List. These tools have been developed with input from the homeland security community at all levels and will continue to be updated over time:

- ➢ The **National Planning Scenarios** illustrate the scope and magnitude of major, catastrophic events. They include 12 terrorist attacks (including chemical, biological, radiological, nuclear, explosive, and cyber), two natural disasters and pandemic influenza. The scenarios provide detail in terms of casualties, property damage, and economic losses needed to project capability requirements for prevention, preparedness, response and recovery.

- ➢ The **Universal Task List (UTL)** defines the essential tasks that need to be performed from the incident scene to the national level for major events illustrated by the National Planning Scenarios. The UTL also includes information on operating conditions and the standards needed to develop quantifiable performance measures for planning, equipment, training, and exercises.

- ➢ The **Target Capabilities List (TCL)** identifies thirty-six critical capabilities needed to perform the tasks identified in the UTL for the major events illustrated by the National Planning Scenarios. Capabilities are defined in broad operational terms and consist of properly planned, organized, equipped, trained, and exercised personnel needed to perform a task. The Target Capabilities List is organized by Tiers to account for reasonable differences in capability levels among entities based on population density, critical infrastructure, and other risk factors.

Critical Capabilities

1. Animal Health Emergency Support	19. Isolation and Quarantine
2. CBRNE Detection	20. Mass Care (Sheltering, Feeding, and Related Services)
3. Citizen Preparedness and Participation	21. Mass Prophylaxis
4. Citizen Protection: Evacuation and/or In-Place Protection	22. Medical Supplies Management and Distribution
5. Critical Infrastructure Protection	23. Medical Surge
6. Critical Resource Logistics and Distribution	24. On-Site Incident Management
7. Economic and Community Recovery	25. Planning
8. Emergency Operations Center Management	26. Public Health Epidemiological Investigation and Laboratory Testing
9. Emergency Public Information and Warning	27. Public Safety and Security Response
10. Environmental Health and Vector Control	28. Restoration of Lifelines
11. Explosive Device Response Operations	29. Risk Analysis
12. Fatality Management	30. Search and Rescue
13. Firefighting Operations/Support	31. Structural Damage Assessment and Mitigation
14. Food and Agriculture Safety and Defense	32. Terrorism Investigation and Intervention
15. Information Collection and Threat Recognition	33. Triage and Pre-Hospital Treatment
16. Information Sharing and Collaboration	34. Volunteer Management and Donations
17. Intelligence Fusion and Analysis	35. WMD/Hazardous Materials Response and Decontamination
18. Interoperable Communications	36. Worker Health and Safety

ODP has developed detailed National Preparedness Guidance in coordination with federal, state, local and tribal entities. This guidance describes the National Preparedness Goal, as well as target levels of capability and national priorities. *Through its focus on improvised explosive devices and non-conventional methods of attack in the port environment, the FY 2005 PSG Program directly addresses two of the national priorities: 1) Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) detection and response capabilities; and, 2) National Infrastructure Protection Plan (NIPP) implementation.*

II. Port Security Grants: Eligible Applicants and Funding Availability

A. Eligible Applicants

The FY 2005 DHS Appropriations Act provides funds for a competitive grant program to address physical security enhancements for critical national seaports. ***A priority for the PSG Program in FY 2005 is risk-based distribution of funding. As part of this focus on risk, the FY 2005 program will direct the available funds to the Nation's highest risk ports, thereby ensuring federally regulated ports, terminals and U.S. inspected passenger vessels receiving the funds represent assets of the highest strategic importance nationally.*** To identify the most at-risk seaports, ODP worked with the USCG and IAIP to develop the following risk formula:

Risk = Consequence X Vulnerability X Threat

The elements of each risk factor included:

➢ Consequence – people, economic, national security, port-specific special considerations (hazardous materials, oil);

➢ Vulnerability – distance from open water, number of port calls, presence of tankers; and,

➢ Threat – credible threats and incidents (intelligence community, USCG, IA), less credible threats and incidents (operational indicators), vessels of interest.

The Nation's 129 largest volume ports[1] were evaluated using this formula. ***Based on this risk-based evaluation, 66 port areas[2] have been identified for inclusion in the FY 2005 PSG Program.*** However, please note that presence on this list is not a guarantee of receiving grant funding. Table 1 on the next page identifies the port areas in which grant activity may take place. The port areas are listed alphabetically – no additional significance should be attributed to this ordering.

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[1] As reported by the U.S. Army Corps of Engineers.
[2] For purposes of the FY 2005 PSG Program, port areas are defined as the land area adjacent to, and within one mile of, the waterway that contains the federal navigation channel for a particular port.

Table 1. Port Areas Eligible for Consideration of Funding

Eligible Port Areas	
Albany, NY	Norfolk Harbor, VA
Anchorage, AK	Oakland, CA
Baltimore, MD	Pascagoula, MS
Baton Rouge, LA	Pensacola, FL
Beaumont, TX	Philadelphia, PA
Boston, MA	Pittsburgh, PA
Bridgeport, CT	Plaquemines, LA
Camden, NJ	Port Arthur, TX
Charleston, SC	Port Canaveral, FL
Chattanooga, TN	Port Everglades, FL
Cincinnati, OH	Port Hueneme, CA
Corpus Christi, TX	Portland, ME
Freeport, TX	Portland, OR
Greenville, MS	Portsmouth, NH
Honolulu, HI	Providence, RI
Houston, TX	Richmond, CA
Huntington, WV	San Diego, CA
Jacksonville, FL	San Francisco, CA
Kansas City, MO	Savannah, GA
Lake Charles, LA	Seattle, WA
Long Beach, CA	South Louisiana, LA
Los Angeles, CA	St. Louis, MO
Louisville, KY	St. Paul, MN
Memphis, TN	Tacoma, WA
Miami, FL	Tampa, FL
Milwaukee, WI	Texas City, TX
Minneapolis, MN	Tulsa, OK
Mobile, AL	Valdez, AK
Nashville, TN	Vancouver, WA
New Haven, CT	Vicksburg, MS
New Orleans, LA	Victoria, TX
Newport News, VA	Wilmington, DE
New York/New Jersey	Wilmington, NC

Within the eligible port areas, applicants must be:

➢ Owners/operators of federally regulated ports, terminals, facilities, U.S. inspected passenger vessels, or ferries as defined in the Maritime Transportation Security Act (MTSA) 33 CFR Parts 101, 104, and 105;

➢ Port authorities or other State and local agencies that provide layered security protection to federally regulated facilities; or,

➢ Consortia composed of local stakeholder groups (i.e., river groups, ports, and terminal associations) representing federally regulated ports, terminals, U.S. inspected passenger vessels, or ferries.

For purposes of the FY 2005 PSG Program, layered security means an approach that utilizes prevention and detection capabilities of organizations within a port-wide area to provide complete security solutions to regulated entities. For example, organizations can provide layered protection through command and control functions, waterside measures that address security over multiple terminals and facilities or U.S. inspected passenger vessel operations (as defined under MTSA 33 CFR Part 104) within a port area.

There are three recognized kinds of organizations that provide port-wide layered security: a port authority, State and local governments, and consortia or associations which represent MTSA regulated entities as defined in 33 CFR Parts 101, 104, and 105.

➢ A port authority may provide layered security through port-wide prevention and detection activities on behalf of all port users, the landlord for the tenants on port property, or as the owner operator of the port operations. This layered security must include MTSA regulated entities, and the layered security provided by the port authority must be addressed in the regulated entities' security plan.

➢ State and local governments, through law enforcement or other recognizable State or local agencies, may also provide layered security for MTSA regulated entities. Those government agencies that are responsible for maintaining security for MTSA regulated entities must be addressed in the regulated entities' security plan or in the Area Maritime Security Plan developed by the Coast Guard Captain of the Port and the Area Maritime Security Committee.

➢ Consortia or associations that provide layered security to MTSA regulated facilities. The consortium or association entity that submits the application must be a MTSA regulated entity. In addition, the layered protection provided must be addressed in the regulated entities' security plan.

Ownership of port facilities varies from port to port. In some cases, individual tenants own land within a port, while others lease their space from the port entity. Additionally, approximately 90% of the Nation's port infrastructure is privately owned and operated. Within ports, the highest risk assets include oil, chemical, gas terminals and passenger/ferry vessels/terminals that are often owned/operated by the private sector. The Department recognizes the unique challenges this represents with respect to port-wide risk reduction. The Department also believes that security should be a shared responsibility. ***To address this issue, the Department has determined that private companies[3] are eligible to apply for funding under the FY 2005 PSG Program. However, applications from private entities must demonstrate a cash match of at least 50% of the total amount requested in Federal funding in order to be considered. Note: Applications may not be submitted on behalf of a private company by a public entity and sub-awarded back to the private company to avoid the cash match requirement.***

B. Funding Availability

The FY 2005 PSG will provide **$140,857,128** for port security grants[4]. Funding will be provided directly to successful applicants.

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[3] For purposes of the FY 2005 PSG Program, private companies are defined as for-profit entities that are not state, local and county seaport agencies, navigation districts, or port authorities. Consortia composed of local stakeholder groups representing federally regulated ports, terminals, U.S. inspected passenger vessels, or ferries are considered private entities and must demonstrate the 50% cash match.
[4] $5,000,000 was also provided specifically for the security of ferry systems through the FY 2005 Transit Security Grant Program.

III. Overview

> ***The mission of the FY 2005 PSG Program is to create a sustainable, risk-based effort for the protection of critical infrastructure from terrorism, especially explosives and non-conventional threats that would cause major disruption to commerce and significant loss of life.***

A. Program Overview

The FY 2005 PSG provides financial assistance to owners and operators of ports, terminals, U.S. inspected passenger vessels and ferries, as well as port authorities and State and local agencies to improve security for operators and passengers through physical security enhancements.

B. Solicitation Overview

The FY 2005 PSG Program provides follow-on funding to the FY 2002, FY 2003, and FY 2004 port security grants. ***Successful applications will be selected through a competitive process. Following risk-based national port security priorities, the FY 2005 PSG Program will place a strong emphasis on prevention and detection against improvised explosive devices (IEDs). Of great concern are IEDs delivered via small craft, underwater and in vehicles on ferries.***

Eligible applicants in each port area may submit one application for funding of up to five (5) individual projects[5]. Funding may be awarded for all, some or none of the projects submitted based on the outcome of the evaluation process.

Each application that meets the requirements of the PSG Program Guidelines and Application Kit will be evaluated by a Field Review Panel (FRP) and a National Review Panel (NRP). The FRP will be conducted by the cognizant USCG Captain of the Port (COTP), in coordination with the MARAD Region Director and the applicable State Administrative Agency or Agencies (where feasible).

At a minimum, federal employees from ODP, USCG, IAIP, BTS (TSA, CBP, etc.) within DHS, and MARAD within the Department of Transportation, will be invited to serve on the NRP, evaluating proposals in accordance with criteria contained herein.

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[5] An individual project could be a single activity or multiple activities required to complete an action, such as the establishment of a canine program or an enhanced employee identification system. Individual projects must take place at a single port area.

C. Project Selection

As noted in Section B above, a series of reviews will occur among local and national subject matter experts to ensure the most effective distribution of funding among these ports. Previous PSG award rounds have traditionally been awarded by a combination of formula and merit of project. The FY 2005 PSG Program will shift the paradigm to risk-based prioritization consistent with current DHS policy.

1. **Initial Screening Process.** ODP staff will receive and conduct an initial review of all FY 2005 PSG applications. Ineligible, incomplete and duplicate applications will be eliminated from further consideration. Applications passing this review will be grouped by port area and provided to the applicable USCG COTP for further review.

2. **Field Review Process.** Field level reviews will be managed by the applicable USCG COTP in coordination with the MARAD Region Director and applicable State Administrative Agency or Agencies (where feasible). Each COTP will review the applications provided by ODP for their port area against the following criteria:

   ➢ Projects that support the national port security priorities:
      o Prevention and detection of IED attacks by small craft
      o Prevention and detection of vehicle-borne IEDs on ferries
      o Prevention and detection of underwater IED attacks
   ➢ Projects that address priorities outlined in the applicable Area Maritime Security Plan (mandated under the MTSA)
   ➢ Projects that address additional security priorities based on the COTP's expertise and experience with the specific port area
   ➢ Projects that offer the highest potential for risk reduction for the least cost

   After completing their field reviews, the COTPs will submit a prioritized listing of projects for each port area to ODP for the national review process.

3. **National Review Process.** Following the field review, a national review panel (NRP) will be convened. Members will include representatives from ODP, USCG, TSA, CBP, IAIP and MARAD. The NRP will conduct an initial review of the prioritized project listings for each port area submitted by the COTPs to ensure that the proposed projects will accomplish the intended risk mitigation goal. Following this initial meeting, ODP will evaluate the top five projects from each COTP list for each port area against a formula that considers the following factors:

   ➢ The COTP ranking (based on each COTP's prioritized list of projects)
   ➢ The location of the project (based on the port area's risk-based ranking)
   ➢ Relationship of the project to one or more of the national port security priorities:

- o Prevention and detection of IED attacks by small craft
- o Prevention and detection of vehicle-borne IEDs on ferries
- o Prevention and detection of underwater IED attacks
- ➢ A cost/benefit analysis of the project (considers the potential to reduce risk for the least cost/additional value given to projects that offer a cash match (public entities) or a cash match of greater than 50% (private companies)).

The NRP will then be asked to evaluate and validate the consolidated and ranked project list resulting from this process. Awards will be made based on the final ranked list of projects identified by the NRP. ***A final listing of awards for each port area will be provided to the applicable COTP, MARAD Region Director, Area Maritime Security Committee and State Administrative Agency or Agencies.***

IV. Program and Application Requirements

A. General Program Requirements

Successful applicants will be responsible for administration of FY 2005 PSG awards. In administering the program, the applicant must comply with the following requirements.

1. **Private Sector Applicants.** Applications from private entities must demonstrate a cash match of at least 50% of the total amount requested in Federal funding in order to be considered.

B. Specific Program Requirements

1. **National Port Security Priorities.** When developing project proposals for the FY 2005 PSG Program, specific attention must be paid to prevention and detection of attacks involving IEDs. IEDs pose a threat of great concern to transportation systems across the nation. IEDs have historically been the terrorist weapon of choice because they combine a high degree of effectiveness with minimal cost. *Of great concern to port security are IEDs delivered via small craft, underwater and in vehicles on ferries. Particular areas of focus, therefore, should include protection of facilities, including public cruise line and ferry terminals, and vessels from tampering and attack.*

C. Ineligible Activities/Costs

The following projects and costs are considered ineligible for award consideration:

➢ Ferry systems participating in the FY 2005 Transit Security Grant Program (TSGP) cannot apply for funding for projects already under consideration for TSGP funding
➢ The development of risk/vulnerability assessment models
➢ Projects that fund vulnerability security assessments
➢ Projects in which federal agencies are the beneficiary or that enhance federal property
➢ Projects which study technology development for security of national or international cargo supply chains (e.g. e-seals, smart containers, container tracking, container intrusion detection devices)
➢ Proof-of-concept projects
➢ Projects involving training and exercises
➢ Projects that do not provide a compelling security benefit (primarily economic or safety vs. security)

➢ Projects that duplicate capabilities being provided by the Federal government (vessel traffic systems, etc.)
➢ Proposals in which there is a real or apparent conflict of interest
➢ Personnel costs
➢ Operating expenses
➢ Management and administrative costs
➢ Reimbursement of pre-award security expenses

D. Application Requirements

The following steps must be completed using the on-line ODP Grants Management System (GMS) to ensure a successful application submission:

1. Application Process

Applicants must apply for FY 2005 PSG funding through GMS, at https://grants.ojp.usdoj.gov/. Applications must be received by ODP no later than ***June 10, 2005***.

2. On-Line Application

The on-line application must be completed and submitted by an authorized representative of the applicant organization using GMS. The on-line application replaces the following previously required paper forms:

➢ Standard Form 424, Application for Federal Assistance
➢ Standard Form LLL, Disclosure of Lobbying Activities
➢ JP Form 4000/3, Assurances
➢ JP form 4061/6, Certifications
➢ Non-Supplanting Certification

These grants are offered by the U.S. Department of Homeland Security, Office of State and Local Government Coordination and Preparedness. The program title listed in the Catalog of Federal Domestic Assistance (CFDA) is "Port Security Program.*"* The CFDA number is **97.056**. When completing the on-line application, applicants should identify their submissions as new, non-construction applications. The project period will be for a period not to exceed **30 months**.

3. Program Information

Eligible applicants may submit one application for funding of up to five (5) individual projects. The individual projects comprising a single application must take place within the same port area. Private companies that operate in more than one eligible port area must submit separate applications for projects in each port area.

As part of the application process, the applicant must include a program narrative. Applicants must also provide a project plan and detailed budget for each proposed project. Applicants must use the naming convention below when uploading the program narrative, project plans and budgets. Refer to Appendix D for the appropriate abbreviations for the COTP Zones:

COTP Zone_ Port Area_ Name of Applicant_ Document Type_ Project Number

Example #1 - PWS_Valdez_State Ferry System_Program Narrative
Example #2 - PWS_Valdez_State Ferry System_Project Plan_Project1
Example #3 - PWS_Valdez_State Ferry System_Project Budget_Project1

> **Program Narrative** – Each program narrative should not exceed ten (10) pages. The Program Narrative should identify specific point(s) of contact (POC) to work with ODP on the implementation of the FY 2005 PSG Program. As part of the application process, applicants must provide data/statistics that relate to their specific port project (for port applications), terminal project (for terminal applications), waterways, U.S. inspected passenger vessel or ferry projects. Terminals and vessels cannot rely on aggregated port statistics. The program narrative should include the following information:
>
> o Infrastructure
> o Area of Operations (including COTP Zone and eligible port as identified in Table 1.)
> o Nature of Operations
> o Type and Volume of Cargo (annual statistics, and if applicable)
> o Type and Volume of Hazardous Materials (annual statistics, and if applicable)
> o Number of Passengers (annual statistics, and if applicable)
> o Number of Vessels Owned (if applicable)
> o Role in Layered Protection of Regulated Entities (if applicable)
> o Identification of the applicant as publicly or privately owned/operated
> o Any other important features

In addition, the program narrative should address the applicant's <u>current</u> prevention[6] and detection capabilities relative to IEDs. Applicants that submit more than one project must also provide a listing of these projects in order of priority, and a justification for the prioritization.

➢ **Individual Project Information –** Applications must clearly demonstrate an ability to provide deliverables consistent with the purpose of the program and guidance provided by ODP. As such, applications must include a project plan and detailed budget for <u>each</u> project submitted for funding consideration.

- o **Project Plan:** The applicant must provide a complete project plan for the entire project period. The project plan must demonstrate how the project would address a vulnerability identified in the applicant's USCG-approved security plan. The project plan must also clearly demonstrate how the project is consistent with all applicable requirements outlined in this application kit and addresses the rating criteria identified in *Section III: Overview*. The project period will be for a period not to exceed **30 months**. Each project plan should not exceed five (5) pages.

- o **Detailed Budget:** The applicant must also provide a detailed budget for use of the funds requested (see Appendix A for guidance on allowable costs under this program). The budget must be complete, reasonable and cost-effective in relation to the proposed project. The budget should provide the basis of computation of all project-related costs, including any appropriate narrative. The budget should also demonstrate any cash match. Private companies submitting applications must demonstrate a cash match of at least 50% of the total federal funds requested for the project. A copy of the required budget worksheet form is provided in *Appendix C: Sample Budget Detail Worksheet.*

These documents may be provided using one of the attachment fields within the on-line GMS application. Applications submitted without a <u>complete</u> Program Narrative, as well as a Project Plan and Detailed Budget (that includes the required cash match for private sector applicants) for each project will not be considered for funding.

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[6] **Prevention.** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice. (Source—National Incident Management System, March 2004)

4. MOU/MOA Requirement for Consortia or Associations

Consortia or associations that provide layered security to MTSA regulated facilities are eligible applicants. However, the consortium or association entity that submits the application must be a MTSA regulated entity. In addition, the layered protection provided must be addressed in the regulated entities' security plan. A copy of an MOA/MOU between those identified regulated entities will be required prior to funding, and must include an acknowledgement of the layered security and roles and responsibility of all entities involved. ***This information may be provided using one of the attachment fields within the on-line GMS application.***

5. Universal Identifier

The applicant must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the application. *A final application will not be considered complete until a valid DUNS number is provided by the applicant.* This number is a required field within the on-line GMS application. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at *no cost* by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

6. Freedom of Information Act (FOIA)

ODP recognizes that much of the information submitted in the course of applying for funding under this program, or provided in the course of its grant management activities, may be considered law enforcement sensitive or otherwise important to national security interests. This may include threat, risk, and needs assessment information, and discussions of demographics, transportation, public works, and industrial and public health infrastructures. While this information under federal control is subject to requests made pursuant to the Freedom of Information Act, 5. U.S.C. § 552, all determinations concerning the release of information of this nature are made on a case-by-case basis by the DHS FOIA Office, and may likely fall within one or more of the available exemptions under the Act. Applicants are also encouraged to consult their own state and local laws and regulations regarding the release of information, which should be considered when reporting sensitive matters in the grant application, needs assessment and strategic planning process.

7. Financial Requirements

> ➤ **Non-Supplanting Certification:** This certification, which is a required component of the on-line GMS application, affirms that these grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review, as well as in the pre-award review, post-award monitoring and any potential audits. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal

resources occurred for reasons other than the receipt or expected receipt of federal funds.

➢ **Match Requirement:** Private companies submitting applications must demonstrate a cash match of at least 50% of the total federal funding requested. For further information on allowable sources and types of funds, timing of match contributions and records for match, please consult the *OJP Financial Guide*, Chapter 3 available at http://www.ojp.usdoj.gov/FinGuide/.

➢ **Accounting System and Financial Capability Questionnaire:** All nongovernmental (non-profit and commercial) organizations that apply for funding with ODP that have not previously (or within the last 3 years) received funding from ODP must complete the Accounting System and Financial Capability Questionnaire. The required form can be found at http://www.ojp.usdoj.gov/oc. ***This information may be provided using one of the attachment fields within the on-line GMS application.***

➢ **Assurances:** The on-line GMS application includes a list of assurances that the applicant must comply with in order to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. The applicant will be agreeing to these assurances upon the submission of the application.

➢ **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement:** This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 67, *Government-wide Debarment and Suspension (Non-procurement);* 28 CFR part 69, *New Restrictions on Lobbying;* and 28 CFR part 83 *Government-wide Requirements for Drug-Free Workplace (Grants).* All of these can be referenced at: http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html.

The certification will be treated as a material representation of the fact upon which reliance will be placed by DHS in awarding grants.

➢ **Suspension or Termination of Funding:** DHS, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest.

8. Drawdown and Expenditure of Funds

The Office of Justice Programs' (OJP) Office of the Comptroller (OC) will continue to provide fiscal support of the grant programs included in this solicitation. All grant and sub-grant recipients should refer to the *OJP Financial Guide*, available at: http://www.ojp.usdoj.gov/FinGuide/

Following **acceptance of** the grant award and release of any special conditions **withholding funds**, the Grantee can drawdown and expend grant funds through the ASAP, PAPRS or LOCES payment systems.

In support of our continuing effort to meet the accelerated financial statement reporting requirements mandated by the U. S. Department of the Treasury and the Office of Management and Budget (OMB), payment processing will be interrupted during the last five (5) working days each month. Grantees should make payment requests before the last five working days of the month to avoid delays in deposit of payments.

For example, for the month of June, the last day to request (draw down) payments will be June 23, 2005. Payments requested after June 23, 2005, will be processed when the regular schedule resumes on July 1, 2005. A similar schedule will follow at the end of each month thereafter.

To avoid denial of payment requests, grantees are encouraged to submit their SF269a Financial Status Reports (see detail in Section IV, Reporting Requirements) on-line at http://grants.ojp.usdoj.gov. Additional information and instructions are available at this website.

Grantees will be permitted to drawdown funds up to 120 days prior to expenditure/ disbursement, which echoes the recommendation of the Funding Task Force. Funds received by both grantees and subgrantees must be placed in an interest-bearing account and are subject to the rules outlined in the Uniform Rule 28 CFR Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, at http://www.access.gpo.gov/nara/cfr/waisidx_ 04/28cfrv2_04.html and the Uniform Rule 28 CFR Part 70, Uniform Administrative Requirements for Grants and Agreements (including sub-awards) with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations, at http://www.access.gpo.gov/nara/cfr/ waisidx_03/28cfr70_03.html.   These guidelines state that subgrantees are required to promptly, but at least quarterly, remit interest earned on advances to:

> ***United States Department of Health and Human Services***
> ***Division of Payment Management Services***
> ***P.O. Box 6021***
> ***Rockville, MD 20852***

Grantees and subgrantees may keep interest amounts up to $100 per year for administrative expenses. Please consult the *OJP Financial Guide* or the applicable OMB Circular for additional guidance.

State grant recipients are subject to the interest requirements of the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205.

Interest under CMIA will accrue from the time federal funds are credited to a state account until the time the state pays out the funds to a subgrantee or otherwise for program purposes.

9. National Environmental Policy Act

NEPA requires ODP to analyze the possible environmental impacts of each construction project. The purpose of a NEPA review is to weigh the impact of major federal actions or actions undertaken using federal funds on adjacent communities, water supplies, historical buildings, endangered species, or culturally sensitive areas prior to construction. Grantees wishing to use ODP funding for construction projects must complete and submit a NEPA Compliance Checklist to ODP for review. Additionally, grantees may be required to provide additional detailed information on the activities to be conducted, locations, sites, possible construction activities, possible alternatives, and any environmental concerns that may exist. Results of the NEPA Compliance Review could result in a project not being approved for ODP funding, the need to perform an Environmental Assessment (EA) or draft an Environmental Impact Statement (EIS). The NEPA checklist is available online at: http://www.ojp.usdoj.gov/ fundopps.htm. ***This information may be provided using one of the attachment fields within the on-line GMS application.***

E.   Other Guidance

1. Services to Limited English Proficient (LEP) Persons

Recipients of ODP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964, as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services. National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. For additional information, please see http://www.lep.gov.

V. Assistance Resources and Support

A. Centralized Scheduling and Information Desk (CSID) Help Line

The CSID is a non-emergency resource for use by emergency responders across the Nation. The CSID provides general information on all ODP programs, as well as information on the characteristics and control of CBRNE materials, defensive equipment, mitigation techniques, and available federal assets and resources.

The CSID can be contacted at 1-800-368-6498 or askcsid@dhs.gov.
CSID hours of operation are from 8:00 am–7:00 pm (EST), Monday-Friday.

VI. Reporting, Monitoring and Closeout Requirements

A. Reporting Requirements

The following reports are required of all program participants:

1. Financial Status Reports (FSRs) – Standard Form 269A

Financial Status Reports are due within 45 days of the end of each calendar quarter. A report must be submitted for every quarter the award is active (including partial calendar quarters, as well as for periods where no grant activity occurs). The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Future awards and fund draw downs will be withheld if these reports are delinquent.

> ➢ **Required Submission**: SF-269A (quarterly).

2. Categorical Assistance Progress Reports - OJP Form 4587/1

Categorical Assistance Progress Reports are due within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. The OJP Office of the Comptroller will provide a copy of this form in the initial award package. Instructions for completing the Categorical Assistance Progress Report are on the reverse side of the form. A copy of these instructions will also be included in the initial award package. ***Grantees should use Block 12 of the CAPR to report on progress made in implementing the project and how this has reduced overall risk for the facility as addressed in the facility security plan.***

> ➢ **Required Submission**: CAPR (biannually).

3. Financial and Compliance Audit Report

Recipients that are subject to OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations and that expend $500,000 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accountability Office (GAO) *Government Auditing Standards*, located at http://www.gao.gov/govaud/ybk01.htm, and *OMB Circular A-133*, located at http://www.whitehouse.gov/omb/circulars/index.html. Audit reports are currently due to the Federal Audit Clearinghouse no later than 9 months after the end of the recipient's fiscal year. In addition, the Secretary of Homeland Security and the Comptroller General of the United States shall have access to any books, documents, and records of recipients of FY 2005 PSG assistance for audit and examination purposes, provided

that, in the opinion of the Secretary of Homeland Security or the Comptroller General, these documents are related to the receipt or use of such assistance. The grantee will also give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the grant.

For-profit organizations that expend $500,000 or more of federal funds during their fiscal year shall have financial and compliance audits conducted by qualified individuals who are organizationally, personally, and externally independent from those who authorize the expenditure of Federal funds. This audit must be performed in accordance with Government Auditing Standards, 1994 Revision. The purpose of this audit is to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the award. Usually, these audits shall be conducted annually, but not less frequently than every two years. The dollar threshold for audit reports established in OMB Circular A-133, as amended, applies.

B. Monitoring

Grant recipients will be monitored periodically by ODP to ensure that the project goals, objectives, timelines, budgets and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, and administrative issues relative to each program, and will identify areas where technical assistance and other support may be needed.

The recipient is responsible for monitoring award activities, to include sub-awards, to provide reasonable assurance that the federal award is administered in compliance with requirements. Responsibilities include the accounting of receipts and expenditures, cash management, the maintaining of adequate financial records, and the refunding of expenditures disallowed by audits.

C. Grant Close-out Process

Within 120 days after the end of the grant period, the grantee will submit a final SF-269A and a final CAPR detailing all accomplishments throughout the project. After both of these reports have been reviewed and approved by ODP, a Grant Adjustment Notice (GAN) will be completed to close-out the grant. The GAN will indicate the project as being closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final SF-269A.

> **Required Submissions**: 1) Final SF-269A; and, 2) Final CAPR.

APPENDIX A

ADDITIONAL GUIDANCE ON AUTHORIZED PROGRAM EXPENDITURES

Additional Guidance on Authorized Program Expenditures

This appendix serves as an additional guide for program expenditure activities. Grantees are encouraged to contact their ODP Program Manager regarding authorized and unauthorized expenditures.

A. Projects that Support the National Port Security Priorities

When developing project proposals for the FY 2005 PSG Program, specific attention must be paid to prevention and detection of attacks involving IEDs. IEDs pose a threat of great concern to transportation systems across the nation. IEDs have historically been the terrorist weapon of choice because they combine a high degree of effectiveness with minimal cost. Of greatest concern to port security are IEDs delivered via small craft, underwater and in vehicles on ferries. Particular areas of focus, therefore, should include protection of facilities, including public cruise line and ferry terminals, and vessels from tampering and attack.

The following are examples of security enhancements designed to enhance IED prevention and detection capabilities for port systems:

1. **Port Facilities, Including Public Cruise Line and Ferry Terminals**

   - Explosive Agent Detection Sensors
   - Chemical/Biological/Radiological Agent Detection Sensors
   - Canines (start-up costs and training for terminal operations)
   - Intrusion Detection
   - Small boats for State and Local Law Enforcement Marine Patrol/Security Incident Response
   - Video Surveillance Systems
   - Security Entry/ID Systems
   - Employee Identification
   - Improved Lighting
   - Secure Gates and Vehicle Barriers
   - Floating Protective Barriers
   - Underwater Intrusion Detection Systems (Excluding Sonar)
   - Communications Equipment (including interoperable communications)

2. **Vessels and Ferries**

   - Explosive Agent Detection Sensors
   - Chemical/Biological/Radiological Agent Detection Sensors

> ➤ Restricted Area Protection (cipher locks, hardened doors, CCTV for bridges and engineering spaces)
> ➤ Communications Equipment (including interoperable communications)
> ➤ Canines (start-up costs and training for U.S. vehicle/passenger ferries)
> ➤ Floating Protective Barriers

B. Specific Guidance on Canines

Eligibility for funding of Canine Explosive Detection programs is restricted to U.S. Ferry's regulated under 33 CFR Parts 101, 104 & 105 specifically U.S. ferry vessels carrying more than 500 passengers with vehicles, U.S. ferry vessels carrying more than 2,000 passengers and the passenger terminals these specific ferries service. Additionally, only owners and operators of these specific ferries and terminals and port authorities or State local authorities that provide layered protection for these operations and are defined in the vessel's/terminal's security plans as doing so are eligible.

Certification: Canines used to detect explosives must be certified by an appropriate, qualified organization. Such canines should receive an initial basic training course and also weekly maintenance training sessions thereafter to maintain the certification. The basic training averages 10 weeks for the canine team (handler and canine together) with weekly training and daily exercising. Successful proposals must reflect that the canine explosive detection training program used is equivalent to or exceeds the training and certification standards recommended or in use by the state or local law enforcement agency in whose jurisdiction the screening will occur. Comparable training and certification standards, such as the National Police Canine Association (NPCA), the United States Police Canine Association (USPCA) or the International Explosive Detection Dog Association (IEDDA) may be used to meet this requirement.[7]

Agreement: Applicants are encouraged to thoroughly review the fiscal obligations of maintaining a long-term Canine Explosive Detection program. Successful applicants will be required to submit a signed Memorandum of Understanding to ODP acknowledging that PSG awards allow a one-time procurement to assist in implementing the Canine Explosive Detection teams. This one-time procurement authorization will be issued with the understanding that the applicant will maintain the canine's proficiency for explosives detection, and that any additional costs throughout the 8 to 10 year service life of the canine are the sole responsibility of the applicant.

Eligible Costs: Eligible costs include the purchasing, training and certification of canines; all medical costs associated with initial procurement of canines; kennel cages used for transportation of the canines and other incidentals associated with outfitting and set-up of canines (such as leashes, collars, initial health costs and shots etc.). Eligible costs also include initial training and certification of handlers.

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[7] Training and certification information can be found at: http://www.npca.net, http://www.uspcak9.com/html/home.shtml, and http://www.bombdog.org/.

Ineligible Costs: Ineligible costs include but are not limited to hiring, travel and lodging associated with training and certification; meals and incidentals associated with travel for initial certification; vehicles to transport canines; and maintenance / recurring expenses such as annual medical exams, canine food costs, etc.

C. Specific Guidance on Employee Identification

The Transportation Worker Identification Credential (TWIC) is designed to be an open architecture, standards-based system and follow published ANSI/NIST and ISO standards. Accordingly, port projects that involve new installations/upgrades to access control systems, should exhibit compliance to these and related standards in their system design and implementation. Port card reader systems should be compliant with ISO 7816 and/or ISO 14443 for appropriate TWIC smart card compatibility. The TWIC program will enable the use of biometric recognition technologies in port access control systems, following guidelines provided by the ANSI INCITS 383-2004 "Biometric Profile -Interoperability and Data Interchange -Biometrics based Verification and Identification of Transportation Workers" document. The TWIC program will be compliant to the GSC-IS (Government Smart Card Interoperability Standard), and associated efforts that include the GSC-IAB PACS (Interagency Advisory Board Physical Access Control Systems) implementation guidelines and ICC data model.

APPENDIX B

SAMPLE AWARD PACKAGE

Sample Award Package

TAB 1: SAMPLE REVIEW OF AWARD

Office of Justice Programs
Post Award Instructions for ODP Awards

1. Review Award and Special Conditions Document.

Carefully read the award and any special conditions or other attachments. There is an original plus one copy of the award page.

If you agree with the terms and conditions, the authorized official should sign and date both the original and the copy of the award document page in Block 19.
You should maintain a copy and return the original signed documents to:

Office of Justice Programs
Attn: Control Desk - ODP Award
810 Seventh Street, NW – 5th Floor
Washington, DC 20531

If you do not agree with the terms and conditions, contact the awarding ODP Program Manager as noted in the award package.

2. Read Guidelines.

Become familiar with the "*OJP Financial Guide*" which is available through the internet at the OJP, Office of the Comptroller website:
http://www.ojp.usdoj.gov/oc/. New award recipients are automatically placed on a mailing list to receive future Guides and their change sets.

Up to 5 copies of the Guide may be ordered at no cost through:
http://puborder.ncjrs.org

You may also order the Guide by calling 1-800-851-3420. Select #2 for publications, select #1 to speak with a publications specialist.

TAB 2: SAMPLE POST AWARD INSTRUCTION

U. S. Department of Justice
Office of Justice Programs
Office of the Comptroller

Post Award Instructions

The OJP is currently responsible for the financial administration of grants awarded by the ODP.

The following is provided as a guide for the administration of awards from ODP. Forms and other documents illustrating each step are attached.

Step 1. Review Award and Special Conditions.
If you agree with the terms and conditions stated in the award, sign and date the award document and the last page of the Special Conditions, and return to OJP. Notify your ODP Program Manager when Special Conditions have been met (refer to Step 1 attachment);

If you do not agree with the terms and conditions as written, contact your ODP Program Manager.

Step 2. Read Guidelines.
Read and become familiar with the *OJP Financial Guide* and related material
(refer to Step 2 attachment).

Step 3. Complete and Return ACH Form.
The Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form (refer to Step 3 attachment) is used to arrange direct deposit of funds into your designated bank account.

Step 4. Access to Payment Systems.
OJP uses two payment systems: Phone Activated Paperless System (PAPRS) and Letter of Credit Electronic Certification System (LOCES) (refer to Step 4 attachment). Current LOCES users will see the addition of new ODP grants on the LOCES grant number listing as soon as the ODP award acceptance has been received. PAPRS grantees will receive a letter with the award package containing their PIN to access the system and Grant ID information.

Step 5. Reporting Requirements.
Reporting requirements must be met during the life of the grant (refer to the *OJP Financial Guide* for a full explanation of these requirements, special conditions and any applicable exceptions). The payment systems contain edits which will prevent access to funds if reporting requirements are not met on a timely basis. Refer to Step 5 attachments for forms, due date information, and instructions.

Step 6. Questions about your ODP award?
A reference sheet is provided containing frequently asked financial questions and answers. If you have questions concerning this checklist or any financial aspect of your award, contact the Office of the Comptroller's Customer Service Center at **1-800-458-0786** or by email at askoc@ojp.usdoj.gov**.**   Customer Service staff are available from 9:00 a.m. to 6:00 p.m. EST, Monday-Friday.
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APPENDIX C

SAMPLE BUDGET
DETAIL WORKSHEET

Sample Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form).   However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position   **Computation**   **Cost**

NOT APPLICABLE TO PSG

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position   **Computation**   **Cost**

NOT APPLICABLE TO PSG

TOTAL   _____

Total Personnel & Fringe Benefits   _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost

NOT APPLICABLE TO PSG

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost

NOT APPLICABLE TO PSG

TOTAL _____

F. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $450 per day require additional justification and prior approval from ODP.

Name of Consultant	Service Provided	Computation	Cost

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	**Location**	**Computation**	**Cost**

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.

Item	**Cost**

Subtotal _____

TOTAL _____

G. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description   **Computation**   **Cost**

NOT APPLICABLE TO PSG

TOTAL _____

H. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description   **Computation**   **Cost**

NOT APPLICABLE TO PSG

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category   **Amount**

A. Personnel   _____

B. Fringe Benefits   _____

C. Travel   _____

D. Equipment   _____

E. Supplies   _____

F. Consultants/Contracts   _____

G. Other   _____

  Total Direct Costs   _____

H. Indirect Costs   _____

  TOTAL PROJECT COSTS   **_____**

Federal Request   _____

Non-Federal Amount   _____

APPENDIX D

CAPTAIN OF THE PORT ABBREVIATIONS

Captain of the Port Abbreviations

COTP Zone	Eligible Port Areas	Abbreviation for File Naming Convention
Baltimore	Baltimore	Balt
Boston	Boston	Bost
Charleston	Charleston, SC	Chas
Corpus Christi	Corpus Christi, TX; Victoria, TX	Corp
Hampton Roads	Newport News, VA; Norfolk Harbor, VA	Ham
Honolulu	Honolulu, HI	Hono
Houston-Galveston	Freeport, TX; Houston, TX; Texas City, TX	Hous
Huntington	Cincinnati, OH; Huntington, WV;	Hunt
Jacksonville	Jacksonville, FL; Port Canaveral, FL;	JAX
Los Angeles/Long Beach	Long Beach, CA; Los Angeles, CA; Port Hueneme, CA	LALB
Long Island Sound	Bridgeport, CT; New Haven, CT	LIS
Louisville	Louisville, KY	Louis
Memphis	Chattanooga, TN; Greenville, MS; Memphis, TN	Mem
Miami	Miami, FL; Port Everglades, FL	Miami
Milwaukee	Milwaukee, WI	Milw
Mobile	Mobile, AL; Pascagoula, MS; Pensacola, FL	Mobile
New Orleans	Baton Rouge, LA; New Orleans, LA; Plaquemines, LA; South Louisiana, LA; Vicksburg, MS	NOLA
New York	Albany, NY; New York/New Jersey	NYNJ
Paducah	Nashville, TN	Padu
Philadelphia	Camden, NJ; Philadelphia, PA; Wilmington, DE	Philly
Pittsburgh	Pittsburgh, PA	Pitt
Port Arthur	Beaumont, TX; Lake Charles, LA; Port Arthur, TX	Port Ar
Portland, ME	Portland, ME; Portsmouth, NH	Portl ME
Portland, OR	Portland, OR	Portl OR
Prince William Sound	Valdez, AK	PWS
Providence	Providence, RI	Prov
Puget Sound	Seattle, WA; Tacoma, WA; Vancouver, WA	Puget
San Francisco	Oakland, CA Richmond, CA; San Francisco, CA	SanFran
San Diego	Sand Diego, CA	San D
Savannah	Savannah, GA	Sav
St. Louis	Kansas City, MO; Minneapolis, MN; St. Louis, MO; St. Paul, MN; Tulsa, OK;	St. L
Tampa	Tampa, FL	Tampa
Wilmington	Wilmington, NC	Wilm
Western Alaska	Anchorage	W. Alas

Required Naming Convention:

COTP Zone_ Port Area_ Name of Applicant_ Document Type_ Project Number

Examples:

PWS_Valdez_State Ferry System_Program Narrative
PWS_Valdez_State Ferry System_Project Plan_Project1
PWS_Valdez_State Ferry System_Project Budget_Project1

APPENDIX E

ACRONYMS AND ABBREVIATIONS

Acronyms and Abbreviations

A

AAPA	American Association of Port Authorities
ACH	Automated Clearing House
AIS	Automatic Identification System

C

CAPR	Categorical Assistance Progress Report
CBP	Customs and Border Protection
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCTV	Closed-Circuit Television
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CMIA	Cash Management Improvement Act
COTP	Captain of the Port
CSID	Centralized Scheduling and Information Desk

D

D&B	Dun and Bradstreet
DHS	U.S. Department of Homeland Security
DUNS	Data Universal Numbering System

E

EA	Environmental Assessment
EIS	Environmental Impact Statement

F

FAR	Federal Acquisition Regulations
FOIA	Freedom of Information Act
FRP	Field Review Panel
FSR	Financial Status Report

G

GAO	Government Accountability Office
GAN	Grant Adjustment Notice
GMS	Grant Management System

I

IAIP	Information Analysis and Infrastructure Protection
IED	Improvised Explosive Device
IEDDA	International Explosive Detection Dog Association

L

LEP	Limited English Proficient
LOCES	Letter of Credit Electronic Certification System

M

MARAD	Maritime Administration
MTSA	Maritime Transportation Security Act of 2002

N

NEPA	National Environmental Policy Act
NPCA	National Police Canine Association
NRP	National Review Panel

O

OC	Office of the Comptroller
ODP	Office for Domestic Preparedness
OJP	Office of Justice Programs
OMB	Office of Management and Budget

P

PAPRS	Phone Activated Paperless Request System
POC	Point of Contact
PSG	Port Security Grant

S

SLGCP	Office of State and Local Government Coordination and Preparedness

T

TA	Technical Assistance
TSA	Transportation Security Administration
TSGP	Transit Security Grant Program
TWIC	Transportation Worker Identification Credential

U

USCG	United States Coast Guard
USPCA	United States Police Canine Association

V

VTS	Vessel Traffic System