

PSGP INVESTMENT JUSTIFICATION TEMPLATE

Investment Heading	
Port Area	JACKSONVILLE
State	FLORIDA
Applicant Organization	<i>Name of your agency or company</i>
Investment Name	<i>IE: Camera, Fencing, Training, Communication Equipment, etc</i>
Investment Amount	<i>\$ Total estimated amount of project</i>

I. Background

I. Provide an overview of the port area, MTSA regulated facility, or MTSA regulated vessel	
Response (Not to exceed 1 page)	<p>Area of Operations:</p> <ul style="list-style-type: none"> ○ COTP ZONE: Jacksonville ○ Eligible Port Area: Jacksonville ○ Identify exact location of project site (i.e. physical address of facility being enhanced) ○ Owner of infrastructure (project site), if not your organization: <p>Point(s) of contact for organization:</p> <p><u>Authorizing Official</u> for entering into grant agreement</p> <ul style="list-style-type: none"> ○ Name: ○ Phone: ○ Email: <p><u>Primary point of contact for management of the project(s)</u></p> <ul style="list-style-type: none"> ○ Name: ○ Phone: ○ Email: <p>Ownership or Operation:</p> <ul style="list-style-type: none"> ○ Identify whether the applicant is: (1) a private entity; (2) a state or local agency; or (3) a consortium composed of local stakeholder groups (i.e., river groups, ports, or terminal associations) representing federally regulated ports, terminals, US inspected passenger vessels or ferries. <p>Role in providing layered protection of regulated entities (applicable to State or local agencies, consortia and associations only):</p> <ul style="list-style-type: none"> ○ Describe your organization's specific roles, responsibilities and activities in delivering layered protection <p>Important features:</p> <ul style="list-style-type: none"> ○ Describe any operational issues you deem important to the consideration of your application (e.g., interrelationship of your operations with other eligible high-risk ports, etc.)

II. Strategic and Program Priorities

II.A. Provide a brief abstract of the Investment	
Response (Not to exceed 1/2 page)	Provide a succinct statement summarizing this Investment

II.B. Describe how the Investment will address one or more of the PSGP priorities and Area Maritime Security Plan or COTP Priorities (how it corresponds with PRMP)	
Response (Not to exceed 1/2 page)	Describe how, and the extent to which, the investment addresses: <ul style="list-style-type: none"> ○ Enhancement of Maritime Domain Awareness ○ Enhancement of IED and WMD prevention, protection, response and recovery capabilities ○ Training and exercises ○ Efforts supporting the implementation of TWIC Area Maritime Security Plan and/or Captain of the Port Priorities How it corresponds with the PRMP (SRMP)

III. Impact

III.A. Describe how the project offers the highest risk reduction potential at the least cost	
Response (Not to exceed 1/2 page)	<ul style="list-style-type: none"> • Discuss how the project will reduce risk in a cost effective manner • Discuss how this investment will reduce risk (e.g., reduce vulnerabilities or mitigate the consequences of an event) by addressing the needs and priorities identified in earlier analysis and review. For facility specific investments, the anticipated risk reduction in MSRAM should be included.

III.B. Describe current capabilities similar to this Investment	
Response (Not to exceed 1/2 page)	<ul style="list-style-type: none"> • Describe how many agencies within the port have existing equipment that are the same or have similar capacity as the proposed project • Include the number of existing capabilities within the port that are identical or equivalent to the proposed project

IV. Funding and Implementation Plan

Funds should be requested by allowable cost categories as identified below.

Note: Investments will be evaluated on the expected impact on security relative to the amount of the investment (i.e., cost effectiveness). An itemized Budget Detail Worksheet and Budget Narrative must also be completed for this investment.

Applicants should indicate the amount of PSGP funding required for the investment, how these funds will be allocated across the cost elements, and the required cash or in-kind match:

IV. Funding & Implementation Plan

IV.A. Investment Funding Plan	PSGP Request Total	Match (Cash or In-Kind)	Grand Total
<i>Maritime Domain Awareness</i>			
<i>IED and WMD Prevention, Protection, Response and Recovery Capabilities</i>			
<i>Training Exercises</i>			
<i>TWIC Implementation</i>			
<i>Operational Packages (OPacks)</i>			
<i>M&A</i>			
Total			

IV.B. Provide a high-level timeline, milestones and dates, for the implementation of this Investment such as stakeholder engagement, planning, major acquisitions or purchases, training, exercises, and process/policy updates. Up to 10 milestones may be provided.

Response
(Not to exceed 1 page)

- Only include major milestones that are critical to the success of the Investment
- Milestones are for this discrete Investment – those that are covered by the requested FY 2008, 2009 or 2010 PSGP funds and will be completed over the 36-month grant period starting from the award date, giving consideration for review and approval process up to 12 months (estimate 24 month project period)
- Milestones should be kept to high-level, major tasks that will need to occur (i.e. Design and development, begin procurement process, site preparations, installation, project completion, etc.)
- List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above)

**PSGP PLAN IMPLEMENTATION GUIDANCE
ADDITIONAL GUIDANCE ON BUDGET REVIEW**

The budget must be complete, reasonable and cost effective and the budget narrative should provide a detailed justification for each cost included in the budget. All project related costs should be included in the appropriate approved cost categories, outlined below. In addition to the Budget Worksheet included in this packet, the following checklist is provided to assist you in developing the require budget:

Cost Category	Explanation/Details
Personnel (M&A only)	<ul style="list-style-type: none"> • Is the basis for determining each employee’s compensation described (annual salary and % time devoted)? • Is each position identified by title? • Are time commitments and the amount of compensation stated and reasonable?
Fringe Benefits	<ul style="list-style-type: none"> • Is the amount specified as a separate line item? • Is each type of benefit indicated separately or does the organization have an approved fringe benefit rate?
Travel	<ul style="list-style-type: none"> • Is the basis for computation provided? • Is the travel necessary for the purpose of the program? • Are travel costs separately identifiable and reasonable (transportation, hotel, meals, mileage)? • Does the organization have a written travel policy? Is this travel policy being followed? • If no written policy—must follow Federal guidelines
Equipment	<ul style="list-style-type: none"> • Are equipment items specified by unit and cost? • Is the request reasonable and allowable under the project? • Does the organization have a procurement policy in place?
Supplies	<ul style="list-style-type: none"> • Are supplies listed separately (office, training, research, other types) • Is the basis for the cost reasonable? Monthly estimates are sufficient
Contractual	<ul style="list-style-type: none"> • Is the type of each service to be rendered described? • For Individuals <ul style="list-style-type: none"> • Is an hourly, daily or weekly base rate given? • Are rates allowable, justified, reasonable and comparable to market? • Is the total amount for any contract in excess of \$100,000? <ul style="list-style-type: none"> • Is procurement method described? • If the contract is not competitively bid, has a sole source justification been provided?
Other	<ul style="list-style-type: none"> • Are items listed by major type (space rental, printing, phone, maintenance, etc.)? • Space Rental: <ul style="list-style-type: none"> • If owned by grantee organization, cannot charge “rental” costs • Is the square footage and cost per square foot provided? • Are all costs justified, reasonable and allowable? • Reasonable basis for costs
Indirect Costs	<ul style="list-style-type: none"> • Defined as costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular award/project, but contribute to the ability of the recipient to support projects and programs and sustain the daily operations of the organization • Business operations and maintenance costs, such as personnel costs and items generally characterized as indirect or “overhead” costs, are unallowable

Notes on Management and Administration:

- Submit M&A costs as actual expenses in detailed budget work sheet (i.e. Joe Smith, X hours, \$X/hour, \$total)
- Recommend keeping record of the percentage of work hours dedicated to M&A in the event of an audit (i.e. 8 of 40 hrs/week for PSGP M&A)

Sample Budget Worksheet

A. Budget Detail Worksheet Purpose.

The Budget Detail Worksheet may be used as a guide to assist applicants 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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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Note: Personnel costs are only allowable for direct management and administration of the grant award, i.e., preparation of mandatory post-award reports.

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.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
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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.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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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.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

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. These costs will contribute to the 2.5 percent M&A cap.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
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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.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
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Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

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.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
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Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

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.

<u>Item</u>	<u>Cost</u>
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Budget Narrative:

Subtotal _____

TOTAL _____

G. Other Costs: List items (e.g., rent, reproduction, telephone, 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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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Budget Narrative: Provide a narrative budget justification for each of the budget items identified.

Important Note: If applicable to the project, construction costs should be included in this section of the Budget Detail Worksheet.

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.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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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.

<u>Budget Category</u>	<u>Federal Amount</u>	<u>Non-Federal Amount</u>
A. Personnel	_____	_____
B. Fringe Benefits	_____	_____
C. Travel	_____	_____
D. Equipment	_____	_____
E. Supplies	_____	_____
F. Consultants/Contracts	_____	_____
G. Other	_____	_____
H. Indirect Costs	_____	_____
TOTAL PROJECT COSTS	_____	_____

TOTAL INVESTMENT AMOUNT: \$ _____