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JACKSONVILLE PORT SECURITY GRANT PROGRAM (PSGP) INFORMATION

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FAQ's:

Why does it take FEMA so long to approve requested funding? Benefits of submitting all Port Security applications through a local entity or Fiduciary Agent are increased collaboration and coordinated risk buy down for the port. However, a large set back is becoming apparent. FEMA's project approval process was never tailored to handle multiple projects consolidated into one Award. The result is that a delay caused by one project creates a delay for all other projects in that Award year. With up to 21 projects in some award years, this domino effect can be large.

What can we do to help expedite applications? Most delays can be attributed to FEMA's processes and bureaucracy. However, we can ensure that we do not create further delays by reading the tips below and submitting well supported, clearly explained IJ's and complete detailed budgets.

FEMA Required Application Material

Submit application material to JMTX, the Fiduciary Agent (FA) of the Port Security Grant Program: NRobertson@JMTX.org. All application documents will be submitted to FEMA by the FA for final approval.

1) Investment Justification (IJ) tips: Please read the "IJ and Budget Worksheet Instructions" located on the JMTX website/Port Security Grant/Port Security Grant Library: <http://jmtxweb.org/PS%20Grant%20Library.htm>. This contains an IJ template and instructions for completing the blank IJ form.

Clearly describe what it is that you would like to purchase. Avoid the use of uncommon acronyms and excessively technical descriptions. Write your justification as though you are explaining your request to someone without any knowledge of your business practices and only limited port security knowledge. If you would like to purchase something that is listed on the PSGP Authorized Equipment List (link in the PSGP Library), state the name as it appears on the AEL and if it is not self explanatory, explain what exactly the equipment is and does - in plain English.

It will be to your benefit if the FA, each member of the AMSC, the FEMA National Review Panel, FEMA's Budget Dept and DHS Environmentalists can clearly understand what is being requested. Make it clear and simple so that they do not need to guess or request clarification.

Do NOT mention the word "SAFETY". Remember, you are telling FEMA about how this project will provide terrorist related risk reduction to the port and strengthen the nation's infrastructure against terrorist attacks.

2) Detailed Budget tips:

Please read the IJ and Budget Worksheet Instructions located on the JMTX website: <http://jmtxweb.org/PS%20Grant%20Library.htm> to assist with completing the Budget Worksheet.

You will find a page titled "Additional Guidance on Budget Review". Locate the applicable cost categories and read the checklist items to ensure you have included the required information. For example, if you are requesting to purchase an item that would fall in the Equipment Cost Category, locate "Equipment" on the left column and ensure that 'items are specified by unit and cost', etc. If this information is not included, this will delay the budget review (and every project in that Award year) until the missing information is requested and submitted.

If possible, include a vendor quote that displays the cost of each item being purchased.

If you will be hiring a contractor, indicate the type of service to be rendered and the hourly, daily or weekly wage. Estimate the amount of hours they will work on the project. This is often really impossible to do, but FEMA requires this information – so applicants will need to make it up to the best of their ability. Estimate the total cost and work backwards, if this helps.

For information on management and administration (M&A), read the **M&A/Personnel Costs** section of this document.

3) EHP Review: The EHP screening memo has replaced the EHP SOW form used in previous applications. Applicants must complete and submit an EHP screening memo, pictures of the area and additional information if their project involves ground disturbance, such as running utility/sewer/electric lines or other underground conduits.

Projects that Require the EHP Screening Memo and pictures:

- Projects that involve fencing, lighting, cameras, gates, poles, pedestrian or vehicle barriers, foundations.
- Guard stations are considered 'new construction' and will require the EHP screening

- memo, pictures of the area, detailed explanation of the work that will be done, description of ground disturbance, etc.
- If the project involves attaching a video camera to a building that is over 50 years old, an EHP screening memo is required along with pictures of the building and a description of the work.

Projects that DO NOT Require the EHP Screening Memo or pictures:

- Projects that have no impact on the environment or historical buildings (+50 years)
- Classroom Training
- Boats – indicate on IJ where the boat will be docked (existing structure – no environmental impact)
- Vehicles
- Hand-held or portable equipment or communication equipment
- Conferences and workshops

Eligibility

As a condition of eligibility, all PSGP applicants are required to be fully compliant with relevant Maritime Security Regulations (33 CFR Parts 101-106). Applicant’s with an open or outstanding Notice of Violation (NOV), will not be allowed to make application for a Port Security Grant. (See FY09 PS Grant Guidance for more information)

Port Security Grant Guidance

The intent of the Port Security Grant is to fund projects that provide overall risk reduction to the port and strengthen the nation’s infrastructure against terrorist attacks. Projects must meet the terms and conditions contained in the FEMA Port Security Grant Program guidance, which can be found on JMTX’s PS Grant Library website.

General PSGP priorities are:

- Enhancing Maritime Domain Awareness (MDA)
- Enhancing Improvised Explosive Device (IED) and Weapons of Mass Destruction (WMD) prevention, protection, response and recovery capabilities
- Training and Exercises
- Efforts supporting implementation of the Transportation Worker Identification Credential (TWIC)

FMSC/Jacksonville Specific Guidance

Projects must be in alignment with the port of Jacksonville’s Strategic Risk Management Plan (SRMP). Projects should be focused on system-wide solutions or solutions that are focused on individual system components but can be networked to develop system-wide solutions.

Networked sensors, common communication systems, and shared awareness solutions are all strongly aligned with the recommendations of the local SRMP. Grant applicants are highly encouraged to coordinate with other port stakeholders to ensure security solutions at each port terminal, facility, intermodal yard or other infrastructure site are compatible with or contribute to the system-wide network. Ideally, Maritime Transportation System stakeholders will work together to identify system-wide solutions, collaborate on grant applications, share costs and produce meaningful improvements to our overall security posture.

Some specific initiatives highlighted in the port of Jacksonville’s SRMP include:

- Awareness
 - Port worker training to improve recognition of threats
 - Common communications system to enhance sharing of critical information. This could include mass notification system within the confines of a specific terminal that is compatible with a port-wide mass notification system.
 - Networked sensors or system for sharing existing sensors feeds.

- Target Hardness
 - TWIC implementation or accommodation measures, including physical changes to access points required to maintain better control.
 - Enhanced perimeter and buffer zone protection, particularly when coordinated with neighboring terminals or facilities, to include those not regulated under MTSA.
 - Security upgrade for port facilities not regulated under MTSA but vital to port operations (Pilots, Harbor Tug, etc)
 - Underwater surveillance and detection
 - Surveillance/protection of critical intermodal nodes (railhead, truck depots, etc)

- Plans and Assessments
 - Resumption of trade and continuity of operations planning
 - Buffer Zone and Vulnerability assessments

Because both strategic planning products are “Sensitive Security Information” (SSI), they are posted to the SSI capable, AMSC Jacksonville Homeport Community website. If you do not already have access to the AMSC Jacksonville Homeport Community website, you will need to “Register” at <http://homeport.uscg.mil> for access. Both the full SRMP and SRMPP and Table 8.1 and Table 1 are available on the SSI capable, AMSC Jacksonville Homeport Community website.

Cost Matching Requirement

Matching Guidance: All FY07Sup, FY08 and FY09 applicants must provide matching funds supporting at least 25 percent of the total project cost for each project. This matching requirement applies to all projects, including projects with a total cost less than \$25,000.

In Kind Matching: In Kind matching is allowed for the FY09 Award. This excludes construction activities for which the non-Federal share must be a cash match. Specific guidance on in-kind matching can be found on JMTX's PSGP Library under "Miscellaneous Port Security Grant Documents". In order for costs to be eligible for in-kind matching, the in-kind costs must be allowable under the PSGP. Applicants must also understand other in-kind matching requirements. Only projects with compelling in-kind matching cases that strictly meet all guidelines will be considered for in-kind matching.

Matching Waiver: IB-322 contains Cost-Share/Matching Waiver Process Guidance and can be found on JMTX's website <http://jmtxweb.org/index.htm>. Cost-Share Waivers will only be accepted locally if the project merits support and cannot be undertaken without a higher rate of Federal support. The project must be largely beneficial to the port of Jacksonville and the applicant must legitimately lack the ability to provide the matching funds. These are rarely approved by DHS.

M&A/Personnel Costs: Personnel costs are unallowable costs under the Port Security Grant. The only exception is for reimbursement of time spent on direct management and administration (M&A) of the award, i.e., preparation of mandatory post-award reports. The maximum M&A cap for FY07Sup, FY08 and FY09 awards is 2.5 % of the total project cost. The M&A cap for the FY10 award is 3 % of the total project cost. Applicants must provide documentation for time spent on M&A and must also match the M&A.

PSGP funds may be approved for the following M&A costs:

- Hiring of full-time or part-time staff, contractors or consultants and M&A expenses related to meeting compliance with grant reporting or data collection requirements, including data calls
- Development of operating plans for information collection and processing necessary to respond to DHS data calls
- Travel expenses
- Meeting-related expenses

Training Project Requests

Training courses are limited to those courses that have been approved by MARAD, the USCG or FEMA (including MTSA 109 courses). More information may be obtained at:

http://www.marad.dot.gov/documents/MTSA_Updated_list_of_MTSA_certified_courses_SB.pdf

<http://www.uscg.mil/nmc/training/appcourses.pdf>

<http://www.fema.gov/prepared/train.shtm>

Requests must state the course name, desired course dates (allow about 1 year for FEMA approval), specify which agency has approved this course (MARAD, USCG or FEMA), number of individuals attending the course, and estimated travel costs.

Note: The fact that a course is taught by FLETC does NOT establish eligibility for the Port Security Grant. FLETC teaches some courses that are not MARAD, USCG or FEMA approved. Applicants must still confirm that the course is MARAD, USCG or FEMA approved.

Grant Application Support: During the application period, the FA, AMSC Executive Secretary, and other subject matter experts will be available for cooperative dialogue with potential applicants. This cooperative dialogue is intended to ensure an understanding of the funding priorities and administrative requirements associated with the PSGP and to help in submission of projects that will have the highest impact on reducing risks for the port.

POINTS OF CONTACT:

FIDUCIARY AGENT PSGP MANAGER: Nicole Robertson, 904 705-7285 or nrobertson@jmtx.org

FIDUCIARY AGENT: Mr. Don Lewis, 904-634-1599 or dlewis@jmtx.org

AMSC CHAIRPERSON: Mr. Charles White, 904-357-3351 or charles.white@jaxport.com

AMSC EXECUTIVE SECRETARY: Thomas J. Taylor, 904-564-7627 or thomas.j.taylor@uscg.mil

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