FY 2020 IBSGP Investment Justification Template

Investment Heading	
State	
Bus System Name	
Urban Area(s) Served	
Investment Name	
Investment Phase	
Requested Amount	$

I. Background

Note: This section only needs to be completed once per application. The information in this section provides background/context for the investment(s) requested, but does not represent the evaluation criteria used by DHS for rating individual investment proposals. It will also be used to confirm eligibility.

I.A. Identify the bus system and that system's point(s) of contact (POC) and Chief Executive Officer (CEO), as well as the POC and CEO for additional bus systems/partners.	
Response Instructions	Identify the following: • Company USDOT Number; • POC's name and title; • POC's full mailing address; • POC's telephone number; • POC's fax number; • POC's email address; • CEO's name; • CEO's full mailing address; • CEO's telephone number; • CEO's email address; • POC and CEO information (as above) for additional bus systems/partners; and • Include the corresponding information for the single authorizing official for the applicant organization—i.e., the individual authorized to sign a grant award.

I.B. Describe the extent of applicant's operations in UASI jurisdictions. (*Note – this response will help DHS determine applicant's eligibility to participate in the FY 2020 IBSGP*.)	
Response Instructions	Provide: • A list of UASI jurisdictions serviced; • For charter services only, the number of trips annually to each UASI jurisdiction (must be a minimum of 50 trips); and • A source, such as a web site or brochure, which would allow DHS to verify service provided.

I.C. Describe applicant's system infrastructure and scope of operations for fixed-route services and/or charter services.	
Response Instructions	Describe the size of applicant's fleet, including a source (such as a website or brochure) which would allow DHS to verify fleet size. **For fixed-route services,** address each of the following factors: • System Infrastructure; • Area of Operations; • Number of Eligible Buses; • Number of Passengers (Annually); • Number of Miles Driven (Annually); • Number of Employees (Specify categories, such as drivers, administration, management, and mechanics); • Description of Terminals/Bus Lots: o Number of Terminals/Bus Lots (Owned/Leased and Operated); o Location (street address and city) of each Terminal/Bus Lot (within which UASI jurisdiction it is located); • Passenger Traffic for Each Terminal; • Other tenants at Each Terminal (other bus companies); and • Any other important system features. **For charter services,** address each of the following factors: • Company Infrastructure; • Area of Operations; • Number of Eligible Buses; • Number of Passengers (Annually); • Number of Employees (Specify categories, such as drivers, administration, management, and mechanics); • Description of Bus Lots: o Number of Bus Lots (Owned/Leased and Operated); o Location of each Bus Lot (within which UASI jurisdiction it is located); and • Any other important features of the charter service.

II. Strategic and Program Priorities

II.A. Provide an abstract for this investment.	
Response Instructions	Provide a statement summarizing this investment, addressing the following questions: • What bus security risk will the project address? • How will the investment address a transportation security need? • How will the investment enhance overall system security?

II.B. Describe how the investment will address one or more of the Intercity Bus Security Fundamentals.	
Response Instructions	• Describe how, and the extent to which, the proposed investment addresses one or more of the following: o Operating and capital costs associated with over-the-road bus security awareness, preparedness, and response training, including training for front-line employees for potential security threats and conditions as well as training developed by institutions of higher education and by non-profit employee labor organizations, for over-the-road bus employees o Live or simulated exercises for the purpose of assessing and improving the capabilities of entities to prevent, prepare for, mitigate, respond to, and recover from acts of terrorism o Public awareness campaigns for enhanced over-the-road bus security o Establishing and improving an emergency communications system linking drivers and over-the-road buses to the recipient's operations center or linking the operations center to law enforcement and emergency personnel. o Implementing and operating passenger screening programs for weapons and explosives o Protecting or isolating the driver of an over-the-road bus o Chemical, biological, radiological, or explosive detection, including canine patrols for such detection o Acquiring, upgrading, installing, or operating equipment, software, or accessorial services for collection, storage, or exchange of passenger and driver information through ticketing systems or other means and for information links with government agencies, for security purposes o Modifying over-the-road buses to increase their security o Installing cameras and video surveillance equipment on over-the-road buses and at terminals, garages, and over-the-road bus facilities o Constructing and modifying terminals, garages, and facilities, including terminals and other over-the-road bus facilities owned by state or local governments, to increase their security ***Note: If this investment is for a facility security enhancement, applicants must identify the exact location of the facility. In rural areas, include information sufficient for DHS/FEMA to locate the facility with mapping software, such as GPS coordinates, nearby landmarks, nearest cross-streets, etc.*** • Regardless which priority above is addressed through the investment, ensure that the response includes a justification for the approach to accomplishing stated goals and objectives. Provide an explanation that considers answering such questions as: o Has a security assessment been conducted? If so, identify who conducted the assessment, when it was completed, and summarize the results; o How does the proposed approach achieve the best possible balance of enhanced security and cost effectiveness available to applicant's organization? o Other unique, organization-specific factors leading to this project investment?

III. Impact

III.A. Describe how the implementation of this investment will decrease or mitigate risk. Describe how the project offers the highest risk reduction potential at the least cost. Include output and outcome metrics.	
Response Instructions	• Discuss how this investment will reduce risk (e.g., reduce vulnerabilities or mitigate the consequences of an event) in a cost effective manner by addressing the needs and priorities identified in earlier analysis and review; • Identify the nature of the risk and how the risk and need are related to show how addressing the need through this investment will also mitigate risk (e.g., reduce vulnerabilities or mitigate the consequences of an event); and • Outline the expected, high-level impacts this investment is expected to attain or achieve if implemented, and potential negative impacts if the investment is not implemented... • What measurable outcomes will indicate this investment is successful? • What National Preparedness Goals does this address?

IV. Funding & Implementation Plan

IV.A. Investment Funding Plan.	
Response Instructions	• Complete the chart below to identify the amount of funding that is being requested for this investment only; • Funds should be requested by allowable cost categories (as identified in the FY 2020 IBSGP NOFO and Appendix E of the Preparedness Manual); • Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular investment; and, • Applicants must indicate whether additional funding (non-FY 2020 IBSGP) will be leveraged for this investment. ***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 also must be completed for this investment. See Sample in this document for a sample format.***

	Federal IBSGP Request	Total Match* (Cash or In-Kind)	Grand Total
Facility Security Enhancements			
Enhanced Ticket Identification and Passenger Screening			
Vehicle and Driver Security Enhancements			
Emergency Communications			
Public Awareness Campaigns			
Training			
Exercises			
M&A (excluding any grant writer fee)			
Grant Writer Fee (up to $1,500)			
Total			

IV.B. Discuss funding resources beyond this fiscal year's funding that have been identified and will be leveraged to support the implementation of this investment.	
Response Instructions	• Discuss other funding sources (e.g., non-IBSGP grant programs, public or private agreements, future fiscal year grants) that will contribute to the implementation of this investment; and • If no other funding resources have been identified or if none are necessary, provide rationale as to why the requested FY 2020 IBSGP funding is sufficient for the implementation of this investment.

IV.D. Provide a high-level timeline, milestones and dates, for the implementation of this investment. Up to 10 milestones may be provided.	
Response Instructions	Applicants should supply a timeline indicating the proposed milestones within the project keeping in mind the performance period on the grant is up to 24 months. The sample table below may aid the applicant. • Only include major milestones that are critical to the success of the investment; • While up to 10 milestones may be provided, applicants should only list as many milestones as necessary to sufficiently describe the project; • Milestones are for this discrete investment – those that are covered by the requested FY 2020 IBSGP funds and will be completed over the 24-month grant period; • Milestones should be kept to high-level, major tasks that will need to occur; • Identify the planned start date associated with the identified milestone. The start date should reflect the date at which the earliest action will be taken to start achieving the milestone; • Identify the planned completion date when all actions related to the milestone will be completed and overall milestone outcome is met; and • 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). • Examples of possible milestones: o Define kill switch implementation plan o Complete installation o Complete successful test of kill switches

Sample Milestones

Sample Project Milestones	Anticipated Dates
Grant is awarded	Award Date
Recipient works on EHP and Financial clearance	Award Date + 3 months
Recipient receives confirmation that special conditions are released	Release of Funds Date
Recipient works with vendors to obtain GPS Unit contract	Release Date + 1 month
Vendor equips GPS units onto buses	Release Date + 6 months
Recipient trains staff on new GPS units	Release Date + 7 months
GPS Project is complete	Release Date + 9 months
Recipient submits final closeout documents to DHS/FEMA GPD	Release Date + 12 months