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TO: All State Administrative Agency Heads
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SUBJECT: Clarifications on the Fast-Track Training Initiative for the FY 2007 Transit Security Grant Program Base and Supplemental

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Note: This Information Bulletin applies to States with transit systems and law enforcement agencies eligible under the Fiscal Year (FY) 2007 Transit Security Grant Program (TSGP) Base and Supplemental for both Tier I and Tier II.

The purpose of this Information Bulletin (IB) is to clarify aspects of the fast-track training initiative for the FY 2007 TSGP Base and Supplemental, including (1) Applicability and scope; (2) Training cost matrix cost elements; and (3) Reimbursement procedures.

Applicability and Scope

The fast-track training initiative is available and applicable to both Tier I and Tier II eligible entities for both the FY 2007 TSGP Base and FY 2007 TSGP Supplemental. Any eligible entity in Tier I or Tier II can use the training cost matrix to request training funds under the fast-track training initiative.

Cost Matrix Elements and Cost Calculation

The training cost matrix takes into account several cost elements to calculate comprehensive training costs. This was done to make the application and approval process easier for both the applying entities and the Federal government. The following cost elements are taken into account as part of the cost matrix calculations:

- Employee cost, based on:
  - Fully loaded overtime/backfill hourly rate
  - Course length

- Trainer cost, based on:
  - Trainer hourly rate
  - Course length
  - Number of classes needed (25 person maximum per class)
- Management and Administration costs

For example, if an agency is requesting Security Awareness training for 10 Front-Line Employees, 10 Station Managers, and 10 Mid-Level Managers; and also requesting Behavior Recognition for 25 Law Enforcement personnel, the training cost matrix would calculate the comprehensive cost to train those employees:

Training Description	Focus	Categories of Employees to Receive									TOTAL TRAINING COST
		Front-Line Employees	Station Managers	Administrative and Support Staff	Maintenance Workers	Mid-Level Management	Senior Management	Operations Control Center Staff	Security Guards	Law Enforcement	
Security Awareness	Enhance capability to identify, report, and react to suspicious activity and security incidents	10	10			10					$10,972
Behavior Recognition	Recognize behaviors associated with terrorists' reconnaissance and planning activities, including the conduct of surveillance. Applies lessons learned from the Israeli security meeting.									25	$8,440
TOTAL TRAINING COSTS - ALL COURSES											**$19,412**

The $10,972 for Security Awareness assumes overtime/backfill costs for 30 employees and trainer costs for two trainers/two classes (the matrix allows a maximum of 25 students per class).

The $8,440 for Behavior Recognition assumes overtime/backfill costs for 25 employees, and trainer costs for 1 trainer/1 class.

Based on the above cost matrix, the agency's total request would be $19,412. This is the amount the agency will receive regardless of how much the actual costs to conduct the training are. Therefore, if the actual cost to conduct the training is less than $19,412, the agency can use the excess funds to train more employees than originally requested, or use those funds on other security-related projects. However, if the actual cost to conduct the training is more than $19,412, the agency must cover those additional costs.

Reimbursement Procedures

In order for an agency to be reimbursed, they must provide the following information:

- Employee Name
- Date training received
- Course Name
- Vendor Name

For the above cost matrix example, the agency would have to list the names of the 30 employees that received the Security Awareness training, the date each took the course, course name, and who provided the training in order to be reimbursed $10,972. An example is given below for how this information can be reported:

Employee Name	Date of Training	Course Title	Vendor
1. Mr. John Smith	March 31, 2008	System Security Awareness for Transportation Employees	NTI
2. Ms. Jane Doe	March 31, 2008	System Security Awareness for Transportation Employees	NTI
Etc…			
30. Ms. Mary Smith	April 30, 2008	System Security Awareness for Transportation Employees	NTI

For questions regarding the fast-track training initiative, or for other questions regarding the FY 2007 TSGP, please contact the Centralized Scheduling and Information Desk at 1-800-368-6498, or via email at askcsid@dhs.gov.