Grant Programs Directorate Information Bulletin
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TO: All State Administrative Agency Heads
    All State Administrative Agency Points of Contact
    All State Homeland Security Directors
    Transit Security Chiefs

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SUBJECT: Clarifications on the Fast-Track Training Initiative for the FY 2007
         Transit Security Grant Program Base and Supplemental

*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:

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

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:
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Date of Training</th>
<th>Course Title</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. John Smith</td>
<td>March 31, 2008</td>
<td>System Security Awareness for Transportation Employees</td>
<td>NTI</td>
</tr>
<tr>
<td>Ms. Jane Doe</td>
<td>March 31, 2008</td>
<td>System Security Awareness for Transportation Employees</td>
<td>NTI</td>
</tr>
<tr>
<td>Ms. Mary Smith</td>
<td>April 30, 2008</td>
<td>System Security Awareness for Transportation Employees</td>
<td>NTI</td>
</tr>
</tbody>
</table>

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.