



AREA MARITIME SECURITY COMMITTEE Sector Delaware Bay

FY 07 Port Security Grant Program Additional Guidance

July 30, 2008

Dear Applicant,

The Area Maritime Security Committee (AMSC) is now accepting applications for projects to be funded under the FY07 Supplemental Port Security Grant Program (PSGP). The deadline for submission of applications is Monday, September 8 at midnight, Eastern Daylight Time.

The total amount available for Sector Delaware Bay is \$5,123,385.

The AMSC is hosting a meeting for potential applicants on Friday, August 8, 2008 at Sector Delaware Bay, One Washington Avenue, Philadelphia. The meeting will begin at 11:00 am.

Federal Grant Guidance is posted to <http://www.maritimedelriv.com/pspg.htm>. Please be sure you read this guidance before preparing your application. In addition, the Federal Maritime Security Coordinator (FMSC), the AMSC, and its Grant Sub-committee are providing the following information to better clarify the procedures and processes relating to the submission of applications under this program. We hope you find this information helpful.

Process: Upon receipt of the grant applications, the AMSC will conduct a multi-step review process. In the first round, a small working group will review the applications to ensure the applicant has submitted a complete package. If all required forms are not provided, or if critical data is missing (e.g. failure to submit SF424 or missing signatures) the applications will be rejected at that time; applicants will be notified by letter.

The second step is the qualitative review. A field review team, including AMSC Grant Sub-Committee members, the U.S. Coast Guard, and the U.S. Maritime Administration, occurs at the Sector level. The field review team will evaluate the applications to ensure the projects described meet the local and Federal security priorities. See the FMSC's Guidance to Prospective Applicants for additional information.

The review team will rank and score projects in order of priority and submit them to the AMSC Managing Board for final approval.

Please be aware that applicants may be asked to participate in a 15 minute Q&A session on their applications if requested by the review team. If necessary, the committee will contact the applicant on August 15 or 16, and the session will be scheduled for August 17.

Applications for projects approved by the Managing Board will be forwarded to the Maritime Exchange for the Delaware River and Bay, who serves as Fiduciary Agent for the Sector, to submit to the Federal Emergency Management Agency (FEMA) for final national review and

approval. When a project is approved, the Fiduciary Agent will notify the applicant and begin to process the grant award paperwork.

Suggestions: With the above understanding, it is important when writing an application to remember who the reviewing audience is and that:

- The reviewers are not experts in the areas described in the application (fire, EMS, law enforcement, petrochemical, etc.); using common terminology may reduce the possibility that you will be asked to come in for a Q&A session with the review team.
- The national level reviewers may not be familiar with the port specifics of Sector Delaware Bay.

In your composition, use plain language and avoid technical terms that are industry specific. If technical terms are used to describe a process, the applicant should provide the details of that process.

The applicant must remember to conduct a certain “hand-holding” for the reviewer throughout the written application to explain how a project is important and how it will make a regional impact.

All applications should provide an overview of the company, the importance of this company/entity to the port, and the specifics of the proposed project. Please keep in mind that your application is being written for an audience that may not be familiar with your industry. A lack of common details may prevent your application from being funded. If, for example, a project provides security enhancement to a petrochemical facility on the Delaware River, the applicant must explain the effects of that enhancement to the port area as simply as possible.

Each successful application will outline the following:

1. Project Users
2. Project Beneficiaries
3. How the Project Reduces Risk
4. How the Project Supports the Regional Perspective

There is a tendency for applications to be wordy and redundant. We suggest that applicants remember to:

- Write in plain English; ensure the application is explanatory but not wordy;
- Write out the details/specifics on your company and projects;
- Begin writing the Investment Justification early so there is plenty of time to review and re-review it;
- Have an independent person within your company look at it – second set of eyes is invaluable; and
- Make appropriate changes based on the above.

The best applications are usually those given the most time. Investing time now may be useful beyond this round of grant funding. If, for example, one explains how his/her facility benefits the region, this description could be utilized in subsequent applications.

Keep in mind that the AMSC will release another round of grant funding for PSGP FY08 within the next few months! Approximately \$19 million will be available.

The AMSC grant subcommittee is responsible for ensuring all applications are reviewed in a fair and equal manner. Hopefully, the above suggestions increase a level playing field among all applicants, and help applicants achieve their goals of contributing to the enhanced security of the region and nation.

Specific Application Instructions

The AMSC has developed a web page which includes all the forms that are required to accompany the application, as well as includes sample documents and additional materials which explain the various forms.

Please keep in mind that FEMA has not yet provided final guidance to AMSCs on the grant program, so these materials are subject to change.

You will find everything you need at <http://www.maritimedelriv.com/psgp.htm>.

Once you complete all the documents and forms, send the packet by email to PSGP@maritimedelriv.com.

If you still have questions:

For questions on the FY07 PSGP Supplemental Grant Program, grant guidance, federal forms:

Department of Homeland Security: portsecuritygrants@dhs.gov

For questions on the AMSC Grant Sub-Committee or review process:

Tom Warwick, USCG: (215) 271-4991
Thomas.E.Warwick@uscg.mil

Kurt Ferry, Committee Chair (215) 551-2664
kferry@holtoversight.com

For questions on the grant web page or the required forms:

Maritime Exchange (215) 925-2615
Lisa Humber formhelp@maritimedelriv.com
Michael Fink