



Dear Applicant,

The South Texas Area Maritime Security Committee (STAMSC) is now accepting applications for projects to be funded under the FY08 Port Security Grant Programs (PSGP). The deadline for submission of applications is **Friday, February 20, 2009 at midnight, Central Time.**

The total amount available for Sector Corpus Christi is approximately \$6.9 Million.

Federal Grant Guidance is posted at <http://www.portofcorpuschristi.com/grants/psgp.htm>. Please be sure you read this guidance before preparing your application. In addition, to better clarify the procedures and processes relating to the submission of applications under this program we hope you find the following information helpful.

Process: Upon receipt of the grant applications, the STAMSC will conduct a multi-step review process. The applications will first be reviewed by the Fiduciary Agent 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.

A qualitative review will then be conducted by a STAMSC subcommittee. The sub-committee will evaluate the applications to ensure the projects described meet the local and Federal security priorities. They will rank and score projects in order of priority and submit them to the STAMSC Chairman for final approval. Based upon the findings in the Port of Corpus Christi Port Wide Strategic Risk Management Plan (PWSRMP) and Trade Resumption and Resiliency Plan (TRRP), investment justifications in the following prioritized areas are desired:

- Regional Planning & Information Management
- Incident Management Capabilities
- Operational/Tactical Communications
- Maritime Surveillance Capabilities
- Subsurface Threat Detection and Response
- Automatic Vehicle Locator (AVL) and Blue Force Tracking (BFT) system
- Integrated Marine Patrol and Response Capabilities
- All-Weather Law Enforcement Boat, Staging, and Launch Capability
- Waterside Barrier System
- Expansion of Chemical Monitoring Capabilities
- Infrastructure protection and recovery
- Training and Exercises
- Intelligence and Information Sharing

Decontamination & Debris Removal
Legal/Legislative
Waterways protection and clearing

Note: The PWSRMP and TRRP are available on the Coast Guard's Homeport web site under the documents section of Sector Corpus Christi.

Please be aware that applicants may be asked to participate in a 15 minute Q&A session on their applications if requested by the subcommittee.

Applications for projects approved by the STAMSC will be forwarded to the Port of Corpus Christi Authority, as the Fiduciary Agent, for submittal to the Federal Emergency Management Agency (FEMA) for final review and approval. When a project has been approved at the national level, 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 you will be asked to come in for a Q&A session with the subcommittee.
- The national level reviewers may not be familiar with the port specifics of the Port of Corpus Christi area.
- 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 Inner Harbor, 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.

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

These materials are subject to change.

You will find everything you need at <http://www.portofcorpuschristi.com/grants/psgp.htm>. Once you complete all the documents and forms, send the packet by email to arch@pocca.com

If you still have questions:

For questions on the FY08 PSGP, grant guidance, federal forms:

Duane Davis, FEMA, Acting Section Chief

Duane.Davis@dhs.gov

Department of Homeland Security

portsecuritygrants@dhs.gov

For questions on the STAMSC or review process:

John Zarbock

john.e.zarbock@uscg.mil

(361) 888-3162 ext 501

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

Arch Archambo

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(361) 885-6180