

Department of Central Security

Central Security Infrastructure Improvement Program

Program Summary

The University of Minnesota's Department of Central Security (DCS) has administered the Central Security Infrastructure Improvement Program since 2001. The Vice President, University Services, has final approval authority for all centrally funded security projects.

Annually, The Emergency Management Policy Committee recommends the allocation of funds to support projects that improve the overall physical infrastructure safety and security efforts for our campus communities. These funds are to encourage University departments and units to address key vulnerabilities in their respective operations and facilities. The DSC oversees the review and selection process for centrally funded projects.

The DCS regards the scope of security programming as protecting:

- faculty, students, staff, and visitors to the University campuses
- the property and physical assets of the University
- the security of the intellectual property of the University

Program Principles

Projects are evaluated and ultimately recommended for funding based on meeting one or more of the following program principles:

1. Identify and assure the protection and public safety of the University community, and assure community confidence.

Goals and objectives:

- + Addresses safety of the University's people and/or animals, and visitors to the University Community

2. Identify and assure the protection of currently vulnerable critical assets that face imminent threat; minimize impact of attack on delivery of the University mission of research and discovery; teaching and learning; outreach and public service.

Goals and objectives:

- + Mitigates risk of high likelihood of attack of currently vulnerable targets, or targets with high likelihood of attack
- + Ensures execution of proactive deterrence, preemption and prevention initiatives
- + Ensures continuity of operations before, during and after large-scale disasters and ensures the University community is fully prepared to operate in an emergency environment

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Program Summary: **Program Principles**

3. Identify and assure the protection of University facilities, infrastructures, and assets deemed critical to University operations.

Goals and objectives:

- + Addresses safety and security of the University physical assets and critical infrastructure, including interdependent physical and cyber information systems

4. Identify and assure development of technologies and expertise to understand, mitigate, and manage security risks across our campus communities through partnering, information sharing, and strategic utilization of resources.

Goals and objectives:

- + Identifies benefits impacting more than one operating unit, department or campus, or demonstrates regional significance
- + Demonstrates potential for addressing extraordinary safety improvements in unique circumstances
- + Advances the University's Strategic Plan or other approved university security or preparedness strategies or plans, or demonstrates alignment and support of other University policies such as sustainability, etc.
- + Demonstrates a high benefit-to-cost ratio

Department of Central Security
Central Security Infrastructure Improvement Project
Project Funding: **Application Process**

Once a year, in November, the Department of Central Security (DCS) solicits requests for eligible projects from the University's operating and research units and departments.

1. Application instructions and forms are provided to all interested parties via email, in hard copy, and a PDF form is posted on the DCS webpage at <http://www1.umn.edu/dcs/> under the "Central Security Infrastructure Projects" bullet.
2. Prior to submission, applications for centrally funded security projects must be approved by the appropriate dean, associate/assistant vice president, or vice president.
3. Units need not re-submit projects that are part of the current prioritized list of security projects unless something substantive has changed in the nature of the project or its risk criteria. In order to avoid highlighting security risks, security projects will not be identified or generally published. Units may call the DCS to confirm the status of any current project.
4. Applications must be submitted directly to the Department of Central Security.
5. All applications (completed and signed) will be due to the Department of Central Security, by close of business on March 01, or the first business day in March.

Review of Applications

1. DCS staff will conduct an initial risk assessment of applications and recommend action on the application to the Security Projects Review Committee (SPRC) in April as part of the DSC's annual priority setting for all security projects within the U of M system (including coordinate campuses).
2. All new and previously identified projects will be collectively prioritized based on risk criteria set by the Emergency Management Policy Committee (see full text project selection criteria attached).
3. The SPRC will review and rank projects and forward recommendations with proposed funding allocations to the EMPC by June 01 of each year.

Project Ranking & Selection Criteria (*see attachment for full text*)

Personal & Animal Safety
Risk of Occurrence/ Relative Probability
Continued Operation / Scope of Impact
Protection of Property
Cost / Benefit Analysis

Additional consideration factors

Regional Significance/Local Support/System-wide balance
Opportunity / Timeliness

Security Project Review Committee Membership

Assistant Vice President for Public Safety
Director of Emergency Management
Director of Central Security
Director of Facilities Management
Director of Environmental Health and Safety
Finance Director for Public Safety
Representative from the Office of the General Counsel
Representative from coordinate campus

4. Projects recommended by the SPRC in April, will:
 - Be reviewed by the Emergency Management Policy Committee in June
 - Receive final prioritization and approval by Vice President for University Services in June.

5. Recipient units will meet then with DCS to discuss project detail and project timelines, finalize authorized budget figures, and project deliverables prior to start of work.

Extraordinary Circumstances: Mid-year Proposals: (Example: Federal mandates, etc.)
Mid-year project requests shall be prepared using the standard application, and submitted directly to the DCS with a cover memo detailing cause for extraordinary circumstance consideration. For project proposals that require immediate review, the Director of DCS will conduct the review and make recommendations directly to the EMPC and the Vice President for University Services.

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Project Funding: **Application Instructions**

The Central Security Project Funding Application is for use by University of Minnesota units wishing to submit security project proposals for central funding under the Central Security Infrastructure Improvement Program. Applications are submitted to the Department of Central Security and reviewed by the Security Projects Review Committee (SPRC). The SPRC prioritizes projects and submits a list of recommended projects to the Emergency Management Policy Committee for final review and approval.

Please complete the following Central Security Infrastructure Improvement Project application and return it to the Department of Central Security where it will receive a preliminary review. The application will then be forwarded to the SPRC. A representative from the DCS will contact you if there are questions regarding your application. If you have questions while preparing the application, please contact Bob Janoski at (612) 624-1730.

Submit application to: Bob Janoski
 Department of Central Security
 335 University Office Plaza
 221 University Avenue S.E. (delivery code 0703)
 Minneapolis MN 55414.

Application deadline: March 01

Department of Central Security
 Central Security Infrastructure Improvement Project
 Project Funding: **Application Cover**

Project Title:		
Sponsor(s):	Associate Dean, Dean, Assistant/Associate Vice President, or Vice President	
Abstract:	50-word abstract of project description, justification, and total budget request. (To be included in recommendations for review by Emergency Management Policy Review Committee.)	
	TOTAL BUDGET REQUEST:	\$
Prepared by:	NAME TITLE UNIT & DEPARTMENT SIGNATURE	EXTN: EMAIL: DATE:
Approved by:	NAME TITLE UNIT & DEPARTMENT SIGNATURE	EXTN: EMAIL: DATE:

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 Project Funding: **Application**

Project Title:		
Description:	Describe what you want to do; limit answer to 500 words. Please include schematic drawings or other material as appropriate.	
Justification:	<p>Provide rationale for your project in light of current issues, opportunities, and in the context of safety and security mission and guiding principles. Limit response to 100 words. Consider assumptions; tangible/Intangible benefits (one-time/ongoing); impact of no action.</p> <p>Note: For projects requiring funding over \$300,000.00 may require further justification through presentation of a business case.</p>	
Funding Request:	To the best of your ability, provide itemized estimate of the costs of this project and how you arrived at it (where it makes sense to do so, include hardware, software and labor hours for both initial outlay and recurring maintenance).	
Total Project Budget Request:		\$

FOR DCS USE ONLY
 NOTES:

Signature:
 Date:

Department of Central Security
 Central Security Infrastructure Improvement Program
 Project Funding: **Project Ranking and Selection Criteria**

Risk Assessment Definitions:

Risk is defined as the chance of something happening that will have an impact on the institution's ability to fulfill its mission, or a unit's ability to fulfill its objectives in support of the mission. Risk is measured in terms of consequence and likelihood. Potential risk could involve humans; animals; the University's financial, physical, or information systems, or its reputation.

- Critical: Operational necessity that must be addressed immediately.
- Medium: Operational requirement that, if left un-addressed, will become critical.
- Low: Operational improvement that meets existing base level security design criteria/university building construction standards.

Scoring Scale: 1-5; 5 = Highest Need

Criteria	Evidence of Meeting Criteria	Score 1-5								
Personal Safety	The security measure + reduces the risk of injury or death to persons + provides warning/notification of a possible security breach or other hazardous conditions (e.g. severe weather) + improves the University's response to a security issue involving persons									
Animal Safety	The security measure + reduces the risk of injury or death to animals + provides warning/notification of possible security breach or other hazardous conditions (e.g. severe weather) + improves the University's response to a security issue involving research animals									
Risk of Occurrence / Relative Probability / Impact	The security measure + protects a target that has a high likelihood of attack + protects a target that experienced security problems in the past and is still vulnerable + lessens the exposure of a currently high exposure target <table border="1" data-bbox="565 1705 1295 1816"> <thead> <tr> <th data-bbox="565 1705 954 1732">RISK MATRIX FACTORS</th> <th data-bbox="954 1705 1295 1732">IMPACT MATRIX FACTORS</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 1732 954 1759">OCCURENCE (LIKELIHOOD)</td> <td data-bbox="954 1732 1295 1759">SEVERITY</td> </tr> <tr> <td data-bbox="565 1759 954 1787">VULNERABILITY (LIKELY DAMAGE)</td> <td data-bbox="954 1759 1295 1787">COST OF IMPACT</td> </tr> <tr> <td data-bbox="565 1787 954 1816">IMPORTANCE (LIKELY OCCURENCE)</td> <td data-bbox="954 1787 1295 1816">COST OF FIX</td> </tr> </tbody> </table>	RISK MATRIX FACTORS	IMPACT MATRIX FACTORS	OCCURENCE (LIKELIHOOD)	SEVERITY	VULNERABILITY (LIKELY DAMAGE)	COST OF IMPACT	IMPORTANCE (LIKELY OCCURENCE)	COST OF FIX	
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Criteria	Evidence of Meeting Criteria	Score 1-5
Continued Operation / Scope of Impact	The security measure + helps to ensure “essential operations,” as defined by University Continuity of Operations Policy, continue to function (Examples: infrastructure dependencies; technology infrastructure; restoration of essential functions; system sustainability; data security & criticality) + mitigates risk to the University’s reputation in the event of a safety/security event + protects ongoing mission critical operations	
Protection of Property	The security measure + reduces the risk of destruction of University property + provides warning/notification of a possible security breach affecting University property + improves the University’s response to a security issue regarding University property	
Compliance	The security measure + helps the University meet compliance requirements + reduces the University’s liability in the event of a security breach	

Additional Consideration Criteria

Recognizing unique circumstances exist, as applicable, the SPRC and the EMPC will use the following criteria considerations in addition to the above in recommending and approving centrally funded projects.

Criteria	Evidence of meeting criteria
Opportunity / Timeliness	The project information indicates + potential for extraordinary safety improvements in unique circumstances + important interconnectivity of currently operating security systems + a detailed strategy for obtaining matching financing has been fully developed, but project is dependent on CSIP funding; proposed project meets medium level criteria + previously unsettled policy or logistical issues attributed to project delay in previous review period have been resolved + high probability of yielding important lessons learned for assisting other central security projects, or improve scope of security knowledge The project + is identified as part of the University’s Strategic Plan or other approved university security or preparedness strategies or plans, or demonstrates alignment and support of other University policies such as sustainability.

Criteria	Evidence of meeting criteria
	<p>Example: project demonstrates high potential for environmental stewardship (environmental enhancement measures, partnerships with other agencies or conservation organizations, process innovations that show a stewardship benefit, etc.).</p>
<p>Regional Significance Local Support System-wide Balance</p>	<p>The security measure</p> <ul style="list-style-type: none"> + meets DCS definitions of regional significance, or project owner provides information bearing on regional significance + presents high potential for addressing identified local capacity problems + presents opportunity for equitable address of central security infrastructure across the enterprise.