



**To: Bay Area UASI Approval Authority**

**From: Mary Landers, Regional Grants Manager**

**Date: June 11, 2020**

**Re: Item 7: FY21 Project Proposal Guidance**

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**Staff Recommendation:**

Approve the FY21 Project Proposal Guidance

**Action or Discussion Items:**

Action

**Discussion:**

The Management Team is pleased to present the Project Proposal Guidance for the FY21 UASI funding cycle. This document contains all requirements and procedures for the FY21 sub-recipient grant application, national priority projects, review, and approval process.

The timeline and general approach of the process is consistent with prior years. The proposal submission period begins in late September, hub meetings are in January, and Approval Authority final approval of projects is planned for March. The FY21 Proposal Guidance includes information on submission, criteria, and roles and responsibilities; a summary timeline; allowable spending guidelines; and a sample proposal. The Management Team welcomes feedback and suggestions concerning the proposal process.

**Updated materials:**

- ***Continued Simplified Format:*** Continuing last year’s simplified Proposal Guidance document, the main document includes basic information with four appendices providing additional information: Preparing the Application, a List of Allowable Costs, National Priority Project Guidelines, and a sample grant application.
- ***Regional Projects:*** We continue to define a regional project as one that benefits three hubs in an equitable manner (note: equipment purchased by one jurisdiction and made available to neighboring hubs does not qualify as a regional project). Regional projects are defined as either “sustainment” or “new” regional projects. Agencies wishing to submit a request for a new regional project must first bring it to the appropriate work group for their vetting and approval. All Work Group-approved regional projects will be provided to the Approval Authority during their review process. Only a limited amount of funding for regional projects is available each

year; for this reason, we provided a list of the amount of funds and number of projects approved in FY 20.

- ***Working Groups and UASI Goals:*** In response to the National Priority projects, Cal OES revised their list of Homeland Security Goals, we have revised the table indicating how our Work Groups align with our Goals and, in turn, align with the State’s Homeland Security Goals.
- ***Appendix A- “National Priority Projects Guidance”:*** New for FY 21, this document provides a description of DHS/FEMA’s new National Priorities and the criteria and the evaluation process used to receive funding through this new competitive process. Work groups will be responsible for developing large scale projects that may meet the national priority requirements.

### **Highlights and Reminders:**

- ***Notifications:*** The Management Team uses multiple distribution networks to provide information about our proposal process. However, due to the size and complexity of the Bay Area UASI region, we recommend that county and core city leadership be responsible for distributing notification emails regarding UASI project proposal information to their cities/agencies.
- ***Internal Vetting:*** We encourage Approval Authority Members to undertake an internal vetting process within their operational area/core city to identify which proposals should be submitted for UASI funding. Counties often combine such UASI proposal vetting with decision-making on their SHSP allocation.
- ***Proposal Review:*** Approval Authority Members will be able to review their jurisdictions’ proposals from November 9-27, 2020. Members may remove proposals from consideration during this time and would be responsible to inform the proposers of their decision to do so.
- ***Hub Voting Members:*** Again for this year, Hub Voting members are limited to 1-3 members for each Approval Authority member. Additional members may be selected and are welcome to attend the hub meetings in an advisory capacity.