



To: Bay Area UASI Approval Authority
From: Catherine Spaulding, Assistant General Manager
Date: June 14, 2018
Re: Item 8: FY19 Project Proposal Guidance

Staff Recommendation:

Approve the FY19 Project Proposal Guidance

Action or Discussion Items:

Action

Discussion:

The Management Team is pleased to present the Project Proposal Guidance for the FY19 UASI funding cycle. This document contains all requirements and procedures for the FY19 sub-recipient grant application, review, and approval process.

The timeline and general approach of the process is consistent with prior years. The proposal submission period kicks off in late September, hub meetings are in January, and Approval Authority final approval of projects is planned for March. The FY19 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.

There are a few proposed changes to the FY19 proposal cycle process:

- ***New Process for “Level 2” Regional Projects:*** Based on stakeholder feedback, we propose a change to the regional proposal process for the FY19 grant year. For the FY19 year, all “Level 2” regional projects must be vetted at and endorsed by a UASI regional work group before the October 12, 2018 submission deadline. This is to ensure better regional consultation, review by subject matter experts, and coordination with existing regional efforts earlier in the grant allocation decision-making process. We would use this vetting process in place of the Regional Proposal Work Group. There are no proposed changes to the level 1 regional proposal process.

- ***Simplified and More Flexible Eligible Spending Areas:*** The FY19 grant cycle will include a simplified and more flexible approach to local grant eligible spending areas. Proposers will only be asked to link their proposed projects to one of our homeland security goal areas. There will no longer be a requirement to link to a priority capability objective. This change is a result of recent updates to our local homeland security goals as well as the new federal requirement to complete the Stakeholder Preparedness Review (SPR), FEMA’s national capability assessment tool.
- ***Request for Technical Assistance:*** The FY19 proposal form will include a section for stakeholders to request Bay Area UASI technical assistance. Please see our website for more information on this program.

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 as well as staff turnover, we recommend that county and core city leadership be responsible for distributing notification emails regarding UASI project proposal information to their cities/agencies.
- ***Core City Proposal Submission Meetings:*** The Management Team urges all proposers to access our assistance in order to submit timely and compliant proposals. Given that core cities complete the highest volume of proposals, the Management Team will be requesting meetings with core city stakeholders in the week of September 24 to support the proposal submission process.
- ***Internal Vetting:*** Approval Authority Members may wish 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. Upon request, the Management Team can provide assistance to jurisdictions in planning internal vetting processes.
- ***Proposal Review:*** Approval Authority Members will be able to review their jurisdictions’ proposals from November 13 – 30, 2018. Members may remove proposals from consideration during this time and would be responsible to inform the proposers of their decision to do so.