



To: Bay Area UASI Approval Authority

From: Mary Landers, Regional Grants Manager

Date: July 11, 2019

Re: Item 4: FY20 Project Proposal Guidance

Staff Recommendation:

Approve the FY20 Project Proposal Guidance

Action or Discussion Items:

Action

Discussion:

The Management Team is pleased to present the Project Proposal Guidance for the FY20 UASI funding cycle. This document contains all requirements and procedures for the FY20 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 begins in late September, hub meetings are in January, and Approval Authority final approval of projects is planned for March. The FY20 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 FY20 proposal cycle process:

- ***Simplified Format:*** In an effort to increase transparency and make the application process more efficient, we are issuing a simplified Proposal Guidance document. The main document includes basic information. Three appendices provide additional information: Preparing the Application, a List of Allowable Costs, 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 will now be defined as either “sustainment” or “new” regional projects. Any agency wishing to submit a request for a new regional project must now 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 19.

- ***Working Groups and UASI Goals:*** In order to better align the Bay Area UASI with Cal OES’ Homeland Security Goals, we developed a table indicating how our Work Groups align with our Goals and, in turn, align with the State’s Homeland Security Goals.
- ***Appendix A- “Guidance for Writing your Grant Application”:*** New for FY 20, this document provides a step-by-step “how-to” guide to drafting proposals- from selecting the appropriate IJ and goal, the correct core capability, and finally, determining which Capability Target best meets the project description.

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 12-29, 2019. Members may remove proposals from consideration during this time and would be responsible to inform the proposers of their decision to do so.