



To: Bay Area UASI Approval Authority
From: Catherine Spaulding, Assistant General Manager
Date: May 12, 2016
Re: Item 6: Proposal Process Lessons Learned

Staff Recommendation:

None – for discussion only

Action or Discussion Item:

Discussion

Discussion:

At the end of every proposal cycle, the Management Team consults with stakeholders and reflects on the process in order to identify strengths, weaknesses, and areas of improvement. For the FY16 process, we have identified the following:

Strengths

- WebGrants online system for applications
- Direct presentation of regional projects to Approval Authority for approval
- New Proposal Work Group

For Improvement

- Proposal requirements for position project proposals
- Understanding of what types of projects are eligible
- Information on inventory
- Highly specialized and unique equipment

Proposed Changes for FY17 Process

Each year the Management Team refines the proposal process in order to make it more efficient, effective, and easy to understand. We will present the FY17 Project Proposal Guidance in the August meeting for review. It will include the following changes for the FY17 process:

1. ***Proposals for Positions:*** There will be new requirements for proposals to fund positions in order to align with new State requirements and auditing standards. Each position must be submitted individually as a project with its own proposal and must include at least three specific deliverables that tie to the selected priority capability objective.
2. ***Controlled Equipment:*** All proposals that seek funding for items on FEMA's controlled equipment list must complete FEMA Form 087-0-0-1 as part of their proposal application.
3. ***Compliance of Frequently Requested Items List:*** The new proposal guidance will provide a table which lists items jurisdictions frequently request and designates whether such items are: (1) In compliance for the Bay Area UASI FY17 grant cycle in terms of meeting the FY17 priority capability objectives; and (2) On the controlled equipment list.
4. ***Core City Proposal Submission Meetings:*** The Management Team urges all proposers to ask us questions and access our assistance in order to submit timely and compliant proposals. The Management Team will be requesting meetings with core city stakeholders – given that they complete the highest volume of proposals – in the week of September 26 in order to support the proposal submission process.
5. ***Inventory Pilot:*** The South Bay Hub Voting Members requested additional information on equipment inventory to assist them to evaluate proposal requests. As a pilot, the Management Team will conduct research to this end and hold a preliminary hub meeting to discuss the results. If successful, this approach will be presented to other hub areas in 2017 as an optional service.
6. ***Highly Specialized and Unique Equipment:*** This will be a new category included in the “Level One” regional project definition so that such proposals will be heard directly by the Approval Authority in the January 2017 meeting. The CBRNE Work Group has been asked to provide input on which types of regional equipment might meet this criteria.
7. ***Definition of a Regional Project:*** The updated definition states that all regional projects must benefit at least three hubs in a *relatively equitable manner*. Generally speaking, equipment purchased by a single jurisdiction which would be made available to neighboring hubs on only an ad-hoc or mutual aid basis does not meet this threshold.