

Bay Area UASI

Bay Area UASI Manual Updates

Approval Authority Meeting

Agenda Item 4

August 10, 2017

Mary Landers, Regional Grants Manager





2 Guidance Manuals

UASI Management Team Policies and Procedures Manual

Last approved Aug. 2013

&

Grants Manual

Last approved Oct. 2013



Purpose of Documents

Management Team Policies & Procedures Manual

- Administrative standards, policies, & procedures for UASI Management Team

Grants Manual

- Regional standards, policies, and processes for grant and project management and administration



Changes to Management Team Manual

- Added a Fraud Policy
- Updated the Organization Chart
- Updated the Performance Plan Template
- Updated the Travel Policy
- Added Continuity of Operations Plan (COOP)



Changes to Grant Manual

- Updated Project Cycle Information
- Updated Compliance policies and procedures to reflect federal changes
- Updated financial guidelines – including procurement, monitoring, and auditing
- Updated templates and Travel Policy

Thank you!



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