



**To: Bay Area UASI Approval Authority**  
**From: Catherine Spaulding, Assistant General Manager**  
**Date: September 12, 2013**  
**Re: Item #5: FY14 Project Proposal Guidance**

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**Recommendation:**

Approve the proposal process for the FY14 UASI funding cycle

**Attachments:**

Appendix A: Draft FY14 Project Proposal Guidance

**Discussion:**

The Management Team is pleased to present the draft Project Proposal Guidance for the FY14 UASI funding cycle. As in prior years, this document includes:

- Proposal submission timeline and criteria (page 3)
- Roles of the work groups, hubs, and Advisory Group (pages 4-8)
- Priority capability objectives (page 10)
- Summary timeline (page 14)
- Allowable spending guidelines (page 15)
- Project proposal template (Appendix A)

The FY14 proposal process is virtually identical to last year's with the exception of the role of the work groups.

***Role of the Work Groups***

As directed by the Approval Authority in the March 2013 meeting, the proposal process should be streamlined in order to be more efficient with staff time and minimize regional meetings. Therefore, the UASI Management Team will not formally coordinate a "vetting" discussion of each proposal at the work group level as was conducted in the FY13 process.

However, each work group will discuss key gaps and capability needs of the region and identify projects that can address them. The UASI Management Team will take notes on these discussions and provide a one page summary from each work group to the hub voting members

so that hub voting members may benefit from the subject matter expertise of the work groups. In addition, at their discretion, hub voting members may decide to invite project proposers and other subject matter experts such as work group participants to their deliberation meetings.

### ***All Proposals due November 15<sup>th</sup>, 2013***

As detailed in the draft FY14 Project Proposal Guidance:

- Proposals may only be submitted using an online form to the Management Team from October 15th – November 15th, 2013.
- All proposals – including those using core city and sustainment allocations – must be submitted by the November 15th deadline.
- Upon receipt of the proposals, the Management Team will share them with the appropriate Approval Authority members for review. This review will take place before proposals are distributed to the hubs for prioritization in January 2014.
- UASI jurisdictions that wish to undertake internal vetting processes should do so before the November 15th deadline.
- The Management Team will host a live meeting and webinar on October 3<sup>rd</sup> in Dublin to review the project proposal template, grant requirements, and proposal selection criteria and process.

### ***Allocation of Funding***

The FY14 Project Proposal Guidance states that the Approval Authority will approve specific allocation amounts among the categories of core city allocations, regional/sustainment projects, and hub projects in the next Approval Authority meeting following the announcement of the FY 2014 grant award. Projects within those categories will then be funded in order of priority, as specified by hubs/Advisory Group, and as previously approved by the Approval Authority. This is the same approach as was followed in the FY13 process, in which the Bay Area UASI approved projects to be funded in order of priority in advance of knowing the grant award in order to maximize project implementation time given the 24 month grant effectiveness period. This process also facilitates the funding of next in line priority projects for when additional funds become available during the grant effectiveness period.

### ***Priority Capability Objectives***

The priority capability objectives in the current draft of the FY14 Project Proposal Guidance are from the FY13 cycle and are based on the 2012 Bay Area Homeland Security Strategy. The updated objectives for FY14 cycle will be presented to the Approval Authority on October 10, 2013 for approval with the updated 2013 Bay Area Homeland Security Strategy. The capability objectives from last year should be used as guidance until October when the updated objectives are available. In order to be eligible for FY14 funding, all proposed projects must fulfill at least one of these priority capability objectives.