



**To: Bay Area UASI Approval Authority**  
**From: Catherine Spaulding, Assistant General Manager**  
**Date: August 13, 2015**  
**Re: Item 7: FY16 Proposal Guidance**

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**Staff Recommendation:**

Approve the F16 Proposal Guidance

**Action or Discussion Items:**

Action

**Discussion:**

The Management Team is pleased to present the Project Proposal Guidance for the FY16 UASI funding cycle. This document contains all requirements and procedures for the FY16 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 is during October, hub meetings are in January, and Approval Authority review and approval of projects is in April.

The FY16 Proposal Guidance includes:

- Proposal submission and review process (page 3)
- Proposal criteria (page 4)
- Roles and responsibilities (pages 5-9)
- Priority capability objectives (page 11)
- Summary timeline (page 21)
- Allowable spending guidelines (pages 22-30)
- Sample proposal (Appendix A)

Key changes that are proposed for the FY16 cycle are listed below, most of which were discussed with the Approval Authority earlier this year.

- **Proposal Form:** The new WebGrants System will replace the old proposal template. There will be a 30 minute webinar to introduce this new system to stakeholders at 2pm on August 24<sup>th</sup>.
- **Proposal Kick Off Meeting:** All proposers must attend the September 17<sup>th</sup> proposal kick off meeting or watch the one-hour webinar version in order to submit a proposal.
- **Management Team Compliance Review:** Proposals that do not meet basic compliance criteria will be deemed non-compliant, and proposers will not have the opportunity to correct and resubmit.
- **Hub Meetings:** All hub meetings will be facilitated by the Management Team with hub decisions finalized and documented at the end of the meeting
- **Regional Project Review Process:** Regional project proposals from the NCRIC, Training and Exercise Program, Public Safety Information Sharing Project, BayRICS, ABAHO/BAMPWG, and the Management Team will be proposed directly to the Approval Authority. All other regional proposals will be reviewed by a new work group created by the General Manager called the Regional Proposal Work Group.
- **Minimum Requested Amount:** In the past, proposers had been able to provide a minimum requested amount along with their proposal request, resulting in two sets of budget numbers in the proposal form. In order to streamline the application process and avoid errors, the minimum requested amount will be deleted from the template.
- **Sub-Recipient Performance Period:** All proposals should be no more than 14 months in length, consistent with performance periods from prior years. However, proposers will be able to propose projects up to 18 months in length with a compelling justification.

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

Priority capability objectives are selected each year from among the Bay Area UASI Goals and Objectives based on the results of the Risk and Gap Analysis. Priority capability objectives include strategic objectives that are tied to those core capabilities that are needed most to build our capabilities and address our greatest risk areas. Each year, approximately half of our strategic objectives are featured and this includes approximately half of our highest risk core capabilities. These objectives were vetted with the Advisory Group at the July 23<sup>rd</sup> meeting.

In order to be eligible for funding, all proposed projects must fulfill at least one of the priority capability objectives. See the table below for the proposed FY16 priority capabilities objectives.

**Table 1: FY16 Priority Capability Objectives**

<b>Goal 2 - Information Analysis and Infrastructure Protection</b>
<b>Objective 2.1 Intelligence Collection, Analysis and Sharing:</b> Collect, analyze and share information and intelligence to achieve awareness, prevention, protection, mitigation, and response concerning a terrorist attack or other emergency.
<b>Objective 2.2 Terrorism Attribution, Interdiction and Disruption:</b> Conduct forensic analysis; attribute terrorist threats; and identify, deter, detect, disrupt, investigate, and apprehend suspects involved in terrorist activities.
<b>Objective 2.3 Infrastructure Protection:</b> Assess risk to the region’s physical and cyber critical infrastructure and key resource, enhance protection, and reduce risk from all hazards.
<b>Goal 3 - Communications</b>
<b>Objective 3.1 Operational Communications:</b> Provide voice and data information among multi-jurisdictional and multidisciplinary responders, command posts, agencies, and officials during an emergency response.
<b>Objective 3.2 Emergency Public Information and Warning:</b> Provide public information and warning to affected members of the community in order to save lives and property.
<b>Goal 4 - CBRNE Detection, Response, and Decontamination</b>
<b>Objective 4.1 Screening Search and Detection:</b> Detect, locate and identify CBRNE materials and communicate relevant information to appropriate entities at the state and federal level.
<b>Objective 4.5 Critical Resource Logistics:</b> Secure supply nodes and provide emergency power, fuel support for responders, access to community staples, and fire and other first response services.
<b>Goal 6 - Emergency Planning and Community Preparedness</b>
<b>Objective 6.3 Mass Care:</b> Provide sheltering, feeding, family reunification, and bulk distribution for populations impacted by emergency incidents.
<b>Goal 7 - Recovery</b>
<b>Objective 7.1 Infrastructure Systems:</b> Restore critical lifelines through providing assessments and getting personnel and equipment to disaster scenes.