



To: Bay Area UASI Advisory Group

From: Catherine Spaulding
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Date: August 23, 2012

RE: Agenda Item 4: Draft Proposal Implementation Guidance

Discussion:

In their August 9th meeting, the UASI Approval Authority discussed the Advisory Group's proposal for the FY 2013 UASI grant proposal process. The Approval Authority approved the general concept and tasked the Management Team to develop the implementation guidance and present this for approval at the next meeting.

At the September Approval Authority meeting, the Management Team requests the Advisory Group to present the proposed funding allocation proposal, and the Management Team will present the details on the proposal implementation process.

The Management Team has updated the draft implementation guidance which had been previously updated by the Advisory Group. The purpose of this agenda item is to seek input from the Advisory Group on implementation details and further refine and improve the approach. The Management Team is seeing to establish an approach that is clear, thoroughly defined, easy to implement, and that will get us to the best outcomes possible, working within the boundaries of the concept approved by the Advisory Group.

The tracked changes version of the draft implementation guidance is attached to this memo for Advisory Group review.

The following are some highlights of changes made:



I. Proposal submission

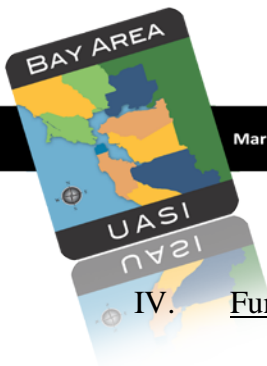
- All proposals will be submitted to the Management Team
- There will be only one round of proposal submission (three weeks in November), which is open to all government employees in the Bay Area UASI footprint – there is no subsequent opportunity for hubs to propose new projects.
- The Management Team will provide an online version of the proposal template. The information submitted can be automatically exported to excel.
- All proposals should be submitted by the person who will be primarily responsible for implementation and should have the approval of the relevant Department Head.

II. Proposal Vetting and Prioritization

- Work groups are tasked with vetting proposals for adherence to funding criteria and rating the proposals “highly qualified” “somewhat qualified” and “least qualified.” Work groups may also designate other vetting criteria as mutually agreed.
- Hubs are tasked with listing proposals in priority, numerical order.
- Each hub should also develop a list of “below the line” projects for if and when additional funds become available in the future. This should include shovel ready, six month time frame projects.
- Ideally vetting will be done by consensus in the work groups. If and when a vote is needed, there will be one vote per operational area represented at the meeting. The General Manager will designate such persons in each work group based on recommendations from Advisory Group members. Such persons must be: subject matter experts, regular work group members, government employees, and not otherwise designated to participate in the hub decision-making process.
- Question: is it possible to further refine funding criteria 1 and 2, or delete #2?

III. Group composition

- Work group meetings are open to all within the 12 county Bay Area UASI
- Work group meetings will continue to be chaired by Project Managers representing the UASI Management Team.
- Each Approval Authority representative may recommend five people to represent his or her operational area at the hub meetings. Discussion at the hub meetings will be limited to these representatives. However, hub representatives may invite individuals to speak to the specifics of particular proposals.
- Hub meetings will be facilitated by the hub planners funded in 2011. The Management Team will provide guidance and coordination to the hub planners in this work. In instances where such hub planners are not yet hired, a Management Team representative will provide facilitation.



IV. Funding

- There are no funding allocations provided to work groups, only hubs.
- Funding reallocation has been removed from this document so that a more comprehensive statement can be made along these lines (see agenda item #5)
- In the August 9th Approval Authority meeting, it appeared that members were interested to see a reduction in sustainment and core city funding should the FY13 allocation be reduced from that of FY12. Guidance has thus been updated as follows:
 - ✓ In the event the level of funding received by the Bay Area in FY13 is less than the amount received in FY12, the overall amount set aside for sustainment projects will be reduced by the same percentage.
 - ✓ Assuming funding in excess of the amount set aside for core regional projects, the Bay Area will allocate not more than <one half of>(amount TBD by the Approval Authority) this additional funding to the three major cities in the region: San Francisco, San Jose and Oakland. All three cities must have the same allocation amount and under no circumstances will a single major city receive a UASI allocation in excess of \$1 million.
 - ✓ Assuming funding in excess of the amount set aside for core regional projects, the Bay Area will allocate at least <one half of>(amount TBD by the Approval Authority) the funding to those projects developed by the region's work groups and hubs.