



To: Bay Area UASI Approval Authority
From: Catherine Spaulding, Assistant General Manager
Date: October 10, 2013
Re: Item #9: Grants Manual

Staff Recommendation:

Approve the updated Bay Area UASI Grants Manual

Action or Discussion Items:

Action

Discussion/Description:

The Grants Manual provides the standards, policies, and processes that govern grant and project management and administration for the Bay Area UASI. Its purpose is to provide clarity and transparency around Bay Area UASI grant and project management, ensure efficiency and compliance in implementation, and ultimately to maximize the impact of federal funds to enhance the safety of Bay Area residents. The manual includes:

- Roles and responsibilities of the entities participating in grant and project management;
- The lifecycle for Bay Area UASI projects, from identification through planning, execution, close out, and evaluation
- Compliance requirements
- Procurement processes
- Financial administration
- Required templates and forms

This manual is mandated by the Bay Area UASI Approval Authority By-laws (August 2013 Section 8.8) and was first provided in early 2012. In addition, the Department of Homeland Security requires documentation of grant management and administration in order to access funding from the Homeland Security Grant Program.

We have made considerable clarifications and enhancements to the document in order to bring it into better alignment with current practices. These changes increase the transparency and accountability of our operations as well as remove redundant steps to improve efficiency. Updates include:

- Adding a fraud policy
- Adding a section on compliance
- Updating the text given our streamlined proposal selection process approved in September 2013
- Updating the text given our streamlined process for when MOUs need to be formally amended
- Updating the text to include clarifications on approving changes to projects, as approved by the Approval Authority in September 2012 and subsequently in the updated By-laws
- Updating the text as appropriate given updates to the Master MOU and By-laws approved in August 2013, such as the role of the Advisory Group
- Providing more detail on required standards during financial monitoring

The Bay Area UASI Management Team will review and update this manual on a regular basis to ensure compliance with federal and state grant guidelines and to incorporate policies and procedures approved by the Approval Authority. The General Manager will present proposed changes to this manual to the Approval Authority for adoption.