



**To: Bay Area UASI Approval Authority**

**From: Mary Landers, Regional Grants Manager**

**Date: August 10, 2017**

**Re: Item 4: UASI Management Team Policies and Procedures Manual and Grants Manual**

**Staff Recommendations:**

Approve Policies and Procedures Manual and Grants Manual

**Action or Discussion Items:**

Policies and Procedures Manual (Action)

Grants Manual (Action)

**Discussion:**

The Bay Area UASI maintains two manuals, a UASI Management Team Policies and Procedures Manual which governs the conduct of Bay Area UASI Management Team staff, and a Grants Manual which is applicable to all regional entities. Both manuals were last submitted to the Approval Authority for review and approval in 2013.

Both manuals have been updated to reflect new or revised policies, templates, and changes to federal requirements.