To: **Bay Area UASI Approval Authority**

From: **Catherine Spaulding, Assistant General Manager**

Date: **August 11, 2016**

Re: **Item 4: FY17 Proposal Guidance**

Staff Recommendation:

Approve the F17 Proposal Guidance

Action or Discussion Items:

Action

Discussion:

The Management Team is pleased to present the Project Proposal Guidance for the FY17 UASI funding cycle. This document contains all requirements and procedures for the FY17 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 kicks off in late September, hub meetings are in January, and Approval Authority final approval of projects is in April.

The FY17 Proposal Guidance includes:

- Proposal submission (page 3)
- Proposal review (page 6)
- Roles and responsibilities (pages 8-12)
- Priority capability objectives (page 14)
- Summary timeline (page 27)
- Allowable spending guidelines (pages 28-36)
- Sample proposal (Appendix A)

Key changes that are proposed for the FY17 cycle are listed below. These were initially presented to the Approval Authority in the May 2016 meeting.

1. ***Proposals for Positions:*** Each position must now be submitted individually as a project with its own proposal, and each position must include a specific deliverable that clearly ties to the selected priority capability objective. This new process is to align with new State requirements and auditing standards.

2. ***Controlled Equipment***: All proposals that seek funding for items on FEMA's controlled equipment list must complete FEMA Form 087-0-0-1 as part of their proposal application.

3. ***Compliance of Frequently Requested Items List:*** The updated proposal guidance provides a table which lists items jurisdictions frequently request and designates whether such items are: (1) in compliance for the Bay Area UASI FY17 grant cycle in terms of meeting the FY17 priority capability objectives; and (2) on the controlled equipment list. Please note that this list is for general information only and is not definitive– it is not possible to provide a definitive list because this depends on how the proposed investment will be used and which capabilities it will support. A final compliance determination on any proposal is only available after submission and the Management Team's compliance review in November.

4. ***Core City Proposal Submission Meetings:*** The Management Team urges all proposers to ask us questions and access our assistance in order to submit timely and compliant proposals. The Management Team will be requesting meetings with core city stakeholders – given that they complete the highest volume of proposals – in the week of September 26 in order to support the proposal submission process.

5. ***Inventory Pilot:*** The South Bay Hub Voting Members requested additional information on equipment inventory to assist them to evaluate proposal requests. As a pilot, the Management Team will hold a preliminary hub meeting to gather questions, conduct research, and then share results at the hub proposal prioritization meeting. If successful, this approach will be presented to other hub areas as an optional service in FY18.

6. ***Highly Specialized and Unique Equipment***: This will be a new category included in the "Level One" regional project definition so that such proposals will be heard directly by the Approval Authority in the January 2017 meeting. Such equipment must have an endorsement from the CBRNE Work Group and address a gap stated in a local or state after action report.

7. ***Definition of a Regional Project:*** All regional projects must benefit at least three hubs in *an equitable manner*. Equipment purchased by a single jurisdiction which would be made available to neighboring hubs on only an ad-hoc or mutual aid basis does not meet this threshold. In order to ensure a fair and consistent process throughout the region, the Management Team will determine whether a project is regional using criteria detailed in this guidance, input from the Approval Authority and regional subject matter experts, and consistency with past practices.

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. 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 FY17 priority capabilities objectives.

Table 1: FY17 Priority Capability Objectives

Goal 2 - Information Analysis and Infrastructure Protection
Objective 2.1 Intelligence Collection, Analysis and Sharing: Collect, analyze and share information and intelligence to achieve awareness, prevention, protection, mitigation, and response concerning a terrorist attack or other emergency.
Objective 2.2 Terrorism Attribution, Interdiction and Disruption: Conduct forensic analysis; attribute terrorist threats; and identify, deter, detect, disrupt, investigate, and apprehend suspects involved in terrorist activities.
Objective 2.3 Infrastructure Protection: Assess risk to the region's physical and cyber critical infrastructure and key resource, enhance protection, and reduce risk from all hazards.
Goal 3 - Communications
Objective 3.1 Operational Communications: Provide voice and data information among multi-jurisdictional and multidisciplinary responders, command posts, agencies, and officials during an emergency response.
Objective 3.2 Emergency Public Information and Warning: Provide public information and warning to affected members of the community in order to save lives and property.
Goal 4 - CBRNE Detection, Response, and Decontamination
Objective 4.1 Screening Search and Detection: Detect, locate and identify CBRNE materials and communicate relevant information to appropriate entities at the state and federal level.
Objective 4.5 Critical Resource Logistics: Secure supply nodes and provide emergency power, fuel support for responders, access to community staples, and fire and other first response services.
Goal 6 - Emergency Planning and Community Preparedness
Objective 6.2 Critical Transportation: Evacuate people and animals as well as deliver response personnel, equipment, and services in order to save lives and assist survivors.
Objective 6.3 Mass Care: Provide sheltering, feeding, family reunification, and bulk distribution for populations impacted by emergency incidents.
Goal 7 - Recovery
Objective 7.1 Infrastructure Systems: Restore critical lifelines through providing assessments and getting personnel and equipment to disaster scenes.