To: **Bay Area UASI Approval Authority**

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

Date: **June 10, 2021**

Re: **Item 5: FY22 Project Proposal Guidance**

Staff Recommendation:

Approve the FY22 Project Proposal Guidance

Action or Discussion Items:

Action

Discussion:

The Management Team is pleased to present the Project Proposal Guidance for the FY22 UASI funding cycle. This document contains all requirements and procedures for the FY22 sub-recipient grant application, national priority projects, review, and approval process.

With one exception, the timeline and general approach to the process is consistent with prior years. The proposal submission period begins in late September, hub meetings are in January, and Approval Authority final approval of projects is planned for March. The FY22 Proposal Guidance includes information on submission, criteria, and roles and responsibilities; a summary timeline; and allowable spending guidelines. The Management Team welcomes feedback and suggestions concerning the proposal process.

Updated materials:

- *Continued Simplified Format:* Continuing last year's simplified Proposal Guidance document, the main document includes basic information with appendices that provide additional information: Preparing the Application, a List of Allowable Costs, and National Priority Project Guidelines.

- *National Priority Projects (NPP):* In FY 21, DHS increased the number of National Priority Projects from 4 to 5. They further increased the required allocation percentage of these projects from 20% to 30%. For the purposes of this document, we will use the existing 5 NPPs and the 30% requirement (subject to change by DHS).

- *Regional Projects*: Based on DHS' continued changes to the application process, the addition of new national priority projects, and the increase of required funding allocations, Regional Projects as a proposal option have been deleted.

- *Working Groups and UASI Goals*: In response to the addition of a 5th National Priority project, Cal OES again revised their list of Homeland Security Goals. This document contains the revised table indicating how our Work Groups align with our Goals and, in turn, align with the State's Homeland Security Goals.

- *Sustainment projects:* Because the NCRIC and Information Sharing Projects have been assigned to a National Priority Project, the only Sustainment Project is the regional Bay Area Training and Exercise Project (BATEP).

- *Core City:* Funding allocations for Core City projects remains the same as FY 21.

- *Hub Projects: NEW for FY22:* Beginning in FY22, hub project allocations will move to a 2 year funding cycle. The funding amount allocated to each Hub will include double the amount of FY 21 funding (for grant years FY22 and FY23) plus a cushion of 10%. This reflects the previously used method by the UASI Management Team to determine Hub allocation amounts and the 10% cushion addresses the potential for additional funding from DHS. Hubs are urged to begin planning early. Please see pages 5-6 of the Proposal Guidance for more information.

Highlights and Reminders:

- *Notifications:* The Management Team uses multiple distribution networks to provide information about our proposal process. However, due to the size and complexity of the Bay Area UASI region, we recommend that county and core city leadership be responsible for distributing notification emails regarding UASI project proposal information to their cities/agencies.

- *Internal Vetting*: Due to the changes in the budget cycle, we encourage Approval Authority Members to undertake an internal vetting process within their Hub to identify which proposals should be submitted for UASI funding. Counties often combine such UASI proposal vetting with decision-making on their SHSP allocation.

- *Proposal Review*: Approval Authority Members will be able to review their jurisdictions' proposals from November 11-30, 2021. Members may remove proposals from consideration during this time and would be responsible to inform the proposers of their decision to do so.

- *Hub Voting Members*: Again for this year, Hub Voting members are limited to 1-3 members for each Approval Authority member. Additional members may be selected and are welcome to attend the hub meetings in an advisory capacity.