Project Proposal Guidance
for Fiscal Year 2016

Draft – August 2015

Approved by the Bay Area UASI Approval Authority on XXX

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APPENDIX A – SAMPLE PROJECT PROPOSAL

> This guidance provides an overview of the process and requirements for applying for funds through the Bay Area UASI for the FY16 grant year. Please note that this guidance remains interim until the FY16 Federal DHS notice of funding opportunity is released. This guidance does not include the updated rules governing allowable expenses under the UASI grant for FY16.

Section 1. UASI Grant Program Overview

Since its inception in FY03, the intent of the Urban Areas Security Initiative (UASI) program has been to enhance regional terrorism preparedness in major metropolitan areas by developing integrated systems for terrorism prevention, protection, response, and recovery. The FY16 UASI program will likely provide financial assistance to address the unique regional, multi-discipline terrorism preparedness planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards, including natural disasters and other major incidents. UASI funds may be used for other preparedness activities as long as the dual use quality and nexus to terrorism is clearly demonstrated. UASI funds are intended for regional approaches to overall preparedness and should adopt regional response structures whenever appropriate.

Section 2. 2016 Federal Budget

It is expected that Congress will pass the Department of Homeland Security (DHS) FY16 budget by the end of calendar year 2015 or early in 2016, and DHS will issue a Notice of Funding Opportunity (NOFO) for the Homeland Security Grant Program by the spring of 2016. Earlier passage of the DHS budget is possible and therefore the region must be prepared to initiate its selection of proposals under an earlier and shortened time frame. Details on addressing this contingency will be put forward by the Management Team.

Section 3. Bay Area Risk and Gap Analysis

The Bay Area UASI regularly conducts a region-wide risk validation analysis and capabilities assessment across the region's twelve counties and three major cities. Each year, the Bay Area UASI updates its Risk and Gap Analysis, which shows where gaps are greatest and risk level the highest by core capability. This analysis results in priority capability objectives which are used to guide proposal submissions. The priority capability objectives for the FY16 proposal process are included in Section 11 of this guidance. FY16 proposals should strive to build the region's priority capabilities and must fall within these priority capability objectives in order to be eligible for funding.

Section 4. Proposal Submission and Review Process

Submission:

FY16 UASI proposals must be submitted to the Management Team from October 1 – 16, 2015. All proposals – including those using core city and regional allocations – must be submitted by 5pm on Friday October 16th. Late proposals will be ineligible.

WebGrants system:

All proposals must be submitted electronically through the WebGrants system, the new online grants management system provided by the Management Team. A sample proposal can be found in Appendix A of this guidance. The actual proposal template will be available as of October 1st upon logging into the WebGrants system. The Management Team will offer training on using this new system on August 24, 2015. In addition, training on using the system specifically for submitting proposals will be offered in the FY16 proposal kick off workshop/webinar on Thursday, September 17th, 2015. **Please note that all persons submitting FY16 proposals are required to either attend this workshop or review the webinar** prior to submitting a proposal. The webinar will be available on the Bay Area UASI website (www.bayareauasi.org) so that it can be viewed at any time.

Local jurisdiction internal vetting:

Many Bay Area UASI jurisdictions undergo an internal vetting process of their own to identify which proposals should be submitted for UASI funding. Such processes are the responsibility of each jurisdiction. UASI jurisdictions that wish to undertake internal vetting processes should do so before the online application period in October.

Review:

Upon receipt of the proposals on October 16th, the Management Team will review them for compliance with the proposal criteria (see Section 5, Proposal Criteria). **Proposals that do not meet the criteria will be ineligible and will not proceed further in the review process.** Please note that this is a change from prior years when submitters were provided the opportunity to correct such issues after the submission deadline. The Management Team will also undertake a financial and programmatic review of all proposals, and proposers may be contacted to correct errors and resubmit proposals in November. Proposals that are not resubmitted in a timely manner will not proceed further in the review process.

The Management Team will share proposals with Approval Authority Members for review in December 2015 and then with hubs for review and decision-making in January 2016. Please see the sections below for more details on the hub and other review processes, as well as Section 12 for the summary timeline.

Management Team support:

Management Team staff will be available to answer questions and provide support on compliance and proposal criteria issues as well as using the WebGrants system. All proposers are urged to access Management Team staff assistance in order to submit timely and compliant proposals.

Section 5. Proposal Criteria

All proposals must meet the following criteria:

- Have a clear "nexus to terrorism," – i.e., the proposal must specify how the activities will support terrorism preparedness

- Directly benefit at least two operational areas

- Enhance the region's priority capability objectives (see Section 11)

- Include only allowable expenses under UASI grant guidelines (See Section 13)

In addition, proposals may only be submitted by a government agency within the twelve county Bay Area UASI footprint and must have approval of the relevant department head. Community-based and nonprofit groups must submit proposals through a government sponsor/partner.

The person who is submitting the form must be the person who will be primarily responsible for implementation ("Project Lead.") In addition, the person who is submitting the proposal form is required to attend the proposal kick off meeting in September or listen to the webinar version on the UASI website (www.bayareauasi.org) prior to submitting the proposal.

Section 6. Role of the Work Groups

The Bay Area UASI encourages subject matter experts to discuss possible projects through the venue of the Bay Area UASI work groups. Work group meetings are open to all within the twelve county footprint. Bay Area UASI Approval Authority Members should ensure their jurisdictions are represented in all work groups for optimum inclusion in UASI project discussions. Work group meetings are chaired by project managers from the UASI Management Team.

Each work group is assigned a goal or set of goals from the *Bay Area Homeland Security Goals and Objectives*. The work groups and their areas of responsibility concerning projects for FY16 are:

Goal #	Bay Area Homeland Security Goal	Work Group
1	Planning and risk management	Risk Management and Information Sharing (includes cyber and automated license plate reader (ALPR) focus groups)
2	Intelligence, information sharing and infrastructure protection	
3	Interoperable communications	Interoperable Communications
4	Chemical, Biologic, Radiologic, Nuclear and Explosive (CBRNE)	Regional Training & Exercise and CBRNE (includes Preventative Rad/Nuc Detection (PRND) focus group)
8	Training and exercise	
5	Medical and public health	Medical Public Health
6	Emergency planning and citizen preparedness	Regional Catastrophic Planning Team
7	Recovery	

Please note that all training proposals will be referred to the Bay Area UASI Training and Exercise Program/Work Group. Training requests are vetted by stakeholders and funded annually from a regional allocation.

Please see Section 8, Role of the Regional Proposal Work Group, for information on the specific functioning of that work group in the FY16 proposal process.

Section 7. Role of the Hubs

In FY16, the Bay Area is again utilizing hub groups to prioritize proposed projects submitted by local government jurisdictions.

Hub composition:

As in prior years, the hubs will be based on the geographical location of the agencies based on the North, East, South and West bay areas (see map on the next page). Each Approval Authority Member will be asked to assign three to five people to represent his or her operational area/core city in the hub project proposal prioritization process. Please note that the Approval Authority Members may make other arrangements for representation at hub meetings, provided that this is the consensus of the Approval Authority Members representing those operational areas/core cities of the hub in question. Hub representatives are referred to as "hub voting members." Approval Authority Members are urged to appoint representatives to serve as hub voting members that reflect the diversity of the Bay Area Homeland Security Goals.

Preparations for hub project proposal prioritization:

By the end of the calendar year, the Management Team will provide hub voting members with all submitted proposals for their hubs that meet the specified criteria on page 4 of this guidance and that have been confirmed for prioritization by the corresponding jurisdiction's Approval Authority Member. The Management Team is happy to assist hub voting members with any questions or concerns, including arranging information from regional subject matter experts in advance of the hub deliberations.

Project prioritization process:

Hubs will convene in January 2016 to decide on their final prioritized list of projects for recommendation to the Approval Authority.   Each hub will develop a list of prioritized projects based on regional need and local capabilities. Hubs may also designate other criteria as mutually agreed (e.g., provide scalable solutions, leverage other funding sources, and benefit the most operational areas.) Ideally, prioritization will be done by consensus, but voting may occur as needed.

The Management Team will provide hubs with a planning amount based on the actual funding amount provided to the hub from last year's (FY15) allocation (see Section 10, Allocation of Funding). The outcome of the hub meeting will be a prioritized list of projects ranked in order of importance to be funded by the forthcoming FY16 allocation. The hub voting members will prioritize project proposals and funding amounts to match the planned hub funding allocation as "above the line" projects. Each hub should also carefully develop a prioritized list of "below the line" projects for if/when additional funds become available in the future. This should include short time frame projects.

Modifications to proposals:

Hub voting members may make modifications to proposals during their deliberations with the agreement of the original project proposers as long as these modifications are consistent with the original goals of the project. Recognizing that the discussion of regional needs at the hub level may generate new ideas and opportunities for cooperation, hubs may also propose new projects in special circumstances and with the approval of the General Manager. Such projects must meet all of the funding criteria presented on page 4.

Facilitation of hub meetings:

All four hubs will have decision-making meetings coordinated and facilitated by UASI Management Team staff members during January 2016.
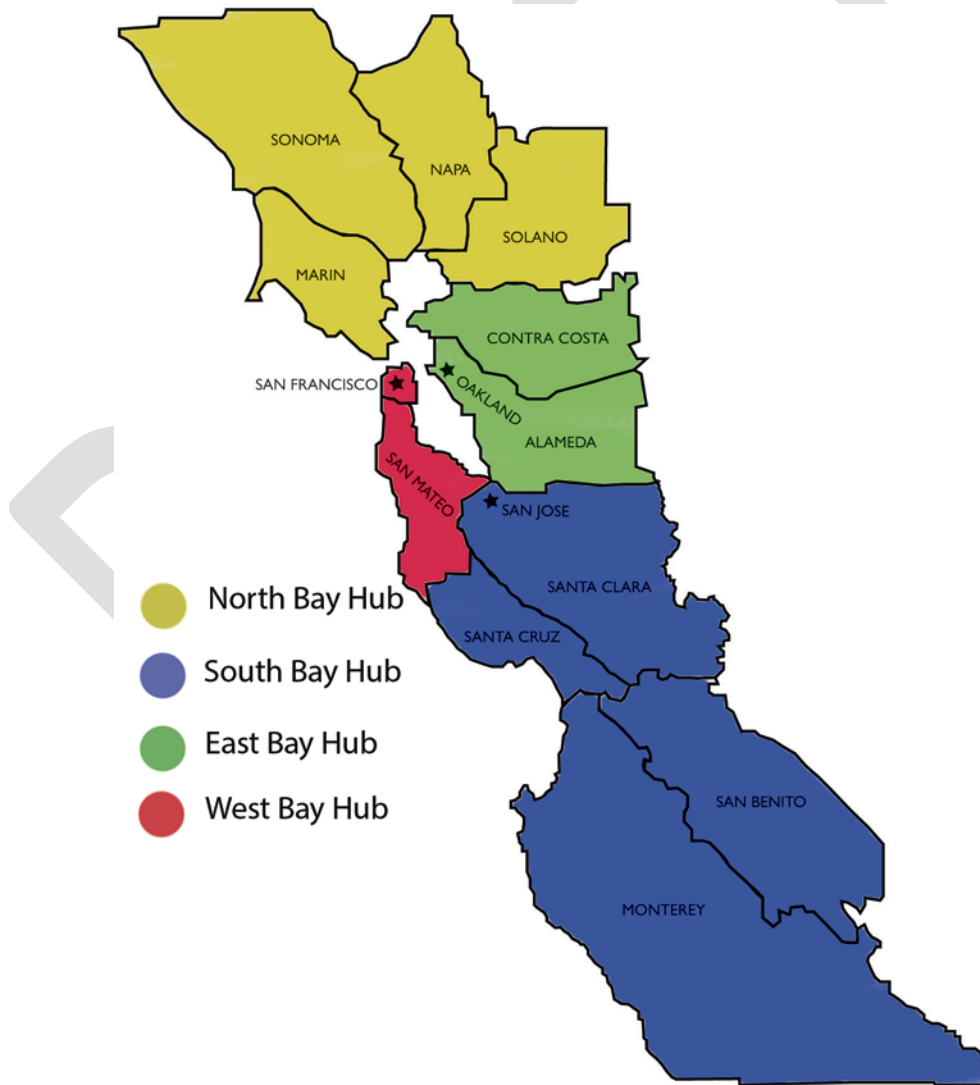
Section 8. Role of the Regional Proposal Work Group

The Regional Proposal Work Group is a new work group established by the General Manager to review and provide feedback on certain regional project proposals. The Regional Proposal Work Group makes recommendations to the General Manager.

All regional projects must benefit at least three hubs and are divided into two categories: "level one" and "level two:"

"Level One" Regional Projects	"Level Two" Regional Projects
***Presents directly to the Approval Authority; no Regional Proposal Working Group review	**** Reviewed by the Regional Proposal Work Group*
1. Fusion Center 2. Training and Exercise Program 3. Public Safety Information Sharing 4. Bay RICS/interoperability 5. Medical and Public Health proposals from regional entities (ABAHO, BAMPWG) 6. Management Team implemented projects	All other regional projects not in the "level one" category

"Level one" regional proposals will be presented directly to the Approval Authority and will not be reviewed by the Regional Proposal Work Group. "Level two" regional proposals will be reviewed by the Regional Proposal Work Group.

The Regional Proposal Work Group will meet on Thursday February 25, 2016 to develop a list of prioritized level two regional projects based on regional need and local capabilities. Proposers and subject matter experts will be invited to present their proposals and answer questions. However, proposers will be excused during the final deliberation and prioritization process. There are no other anticipated meetings for the Regional Proposal Work Group.

As with all other Bay Area UASI work groups, the Management Team will facilitate the Regional Proposal Work Group meeting and membership will be open to all. The Management Team facilitator will seek input from all Bay Area UASI operational areas and core cities as part of its process to determine consensus and make recommendations to the General Manager.

Section 9. Role of the Approval Authority

The following is a summary of key actions, responsibilities, and decision-points for the Approval Authority in the FY16 proposal process.

- **Work Groups**: Members should ensure that their jurisdictions are represented on Bay Area UASI work groups (see Section 6, Role of the Work Groups, and Section 8, Role of the Regional Proposal Work Group, for more information).

- **Hub Voting Members**: Members should designate hub voting members to participate in hub meetings. The Management Team will solicit this information from Members in the fall of 2015. (See Section 7, Role of the Hubs, for more information).

- **Internal Vetting**: Members that wish to undertake an internal vetting process within their operational area/core city to identify which proposals should be submitted for UASI funding may opt to do so before the online application period opens in October.

- **Proposal Compliance:** Members should ensure that those submitting FY16 proposals attend the proposal kick off meeting in September or review the webinar online.   All proposers are required to attend/view the presentation so that submissions will be in compliance and the proposer will have familiarity with the new WebGrants system. Proposals that do not meet proposal criteria will be ineligible. (See Section 4, Submission and Review Process, and Section 5, Proposal Criteria, for more information).

- **Proposal Review**: Members will have the opportunity to review their jurisdiction's proposals from November 30th to December 11th 2015. If necessary, Members may contact proposers during this time to inform them that their proposal has been removed from consideration because it is not consistent with operational area/core city priorities.

- **Approve "Level One" Regional Projects**: Members will review/approve proposals for "level one" regional projects in the categories of fusion center, training and exercise, public safety information sharing, Bay RICS/ interoperability, public health and medical, and projects implemented by the Management Team. This will occur in the January 14 (and February 11 if needed) 2016 Approval Authority meetings.

- **Approve All Other Projects**: Members will review/approve all hub and other regional ("level two") projects recommended by hub voting members and the Management Team, taking into account the Regional Proposal Work Group's recommendations. This will take place in the April 14, 2016 Approval Authority meeting.

- **Approve Grant Allocations**: Members will approve allocation amounts among the categories of core city allocations, regional projects, and hub projects. This action will take place in the next Approval Authority meeting following DHS' announcement of the FY16 grant award, estimated to be the April 14, 2016 meeting.

Section 10. Allocation of Funding

In the next Approval Authority meeting following the announcement of the FY16 grant award, the Approval Authority will approve specific allocation amounts among the categories of core city allocations, regional projects, and hub projects. Projects within those categories will then be funded in order of priority, as specified by hubs and as approved by the Approval Authority.

Until the FY16 grant award is announced, for planning purposes, the Bay Area will operate under the assumption that the FY16 funding will be equal to the amount allocated in FY 2015 – $28,400,000. For reference, below please find the FY15 hub, regional, and other allocations. These will be used in the FY16 cycle for planning purposes:

FY 15 UASI Allocations

East Hub	$1,323,202
North Hub	$453,825
South Hub	$1,377,880
West Hub	$2,312,870
Regional	$10,876,223
Core City	$3,000,000
Management Team	$3,376,000
State Retention (20%)	$5,680,000
TOTAL	**$28,400,000**

Section 11. Priority Capability Objectives

Priority capability objectives are derived each year from the region's risk analysis process which identifies the highest risk and gap areas based on asset risk, threat information, and subject matter expert capability assessments. ***In order to be eligible for FY16 funding, all proposed projects must fulfill at least one of these 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 6.3 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.

Detailed descriptions of the priority capability objectives are as follows.

Outcomes specified in the 2014 Bay Area UASI THIRA (Threat and Hazard Identification and Risk Assessment) are included under each objective and are notated with "(THIRA)."

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.

Core Capability: Intelligence and Information Sharing

Mission Areas: Prevention, Protection

Primary Audience: Law enforcement counter terrorism and criminal intelligence investigators and analysts

Outcomes:

a) Ensure policies, procedures and systems are in place to routinely collect, analyze and share actionable information, and intelligence in order to detect, prevent and protect against acts of terrorism and other major crimes from occurring.

b) Build the region's intelligence fusion center (Northern California Regional Intelligence Center – NCRIC) to report suspicious activities associated with potential terrorist or criminal planning.

c) Coordinate with the FBI to receive classified and unclassified information on attacks and declassify and share information with key stakeholders (THIRA).

Goal 2 - Information Analysis and Infrastructure Protection

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.

Core Capabilities: Forensics and Attribution, Interdiction and Disruption

Mission Areas: Prevention and Protection

Primary Audience: Law enforcement investigators, tactical team members, and analysts; fire department arson investigators

Outcomes:

a) Identify terrorist groups and their intentions for future attacks and in order to find and convict perpetrators; coordinate with the FBI; and identify and process field intelligence collected from the scenes (THIRA).

b) Prevent terrorism financial/material support from reaching its target, and prevent terrorist acquisition of and the transfer of Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) materials, precursors, and related technology.

c) Coordinate operations by site security personnel, bomb teams, local law enforcement operations, and FBI; set up rapid command and control, interdict attackers, and intercept additional attacks (THIRA).

Goal 2 - Information Analysis and Infrastructure Protection

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.

Core Capabilities: Physical Protective Measures, Access Control and Identity Verification, Risk Management for Protection Programs and Activities, Long-term Vulnerability Reduction, Cyber Security

Mission Areas: Protection and Mitigation

Primary Audience: Chief security officers, information technology personnel, law enforcement involved in Critical Infrastructure and Key Resources (CIKR) protection and cyber-crimes, risk analysts, emergency managers and planners, and building and code enforcement personnel

Outcomes:

a) Maintain active site access and vehicle screening at public assembly sites and ensure that drivers have proper identification and authorization (THIRA).

b) Maintain tools for identifying, assessing, cataloging, and prioritizing physical and cyber assets in the region.

c) Assess the risk to 100% of its County owned and operated Critical Infrastructure and Key Resources (CIKR) and prioritize risks to inform protection activities and investments for all hazards.

d) Harden high priority CIKR rated as having very high or high vulnerability to earthquake or Vehicle-Borne Improvised Explosive Device (VBIED) attack (THIRA).

e) Decrease the long-term vulnerability of communities and CIKR by implementing mitigation activities stated in hazard mitigation plans.

f) County cyber security programs meet the Federal Information Processing Standards 200 - Minimum Security Requirements for Federal Information and Information Systems.

g) Detect malicious cyber activity, conduct technical counter-measures against existing and emerging cyber-based threats, and quickly recover from cyber-attacks.

h) Work with owners and operators to ensure network security of critical facilities is maintained despite a disaster (THIRA).

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.

Core Capabilities: Operational Communications

Mission Area: Response

Primary Audience: OES, law enforcement, fire/EMS personnel, emergency communications and dispatch agencies, and information technology personnel

Outcomes:

a) During the first 24 hours following a no-notice incident, responders share mission critical voice information with each other and with responders from across the Bay Area region.

b) Ensure local or regional emergency communications systems are based on established governance, standard operating procedures, and technology.

c) Within seven days following a catastrophic earthquake, implement a plan to re-establish communications infrastructure throughout the Bay Area, especially commercial communication systems relying on cable (THIRA).

Goal 3 - Communications

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.

Core Capabilities: Public Information and Warning

Mission Areas: All

Primary Audience: Public information officers, public warning officials, and emergency managers

Outcomes:

a) Implement emergency public information and warning systems that are interoperable, standards-based, and use a variety of means to inform the public.

b) Disseminate prompt, coordinated, clear, specific, accurate, and actionable emergency public information and warnings to all affected members of the community.

c) In the event of a catastrophic event, provide timely updates to information regarding availability of resources, evacuation routes and triage locations to up to 8.2 million people despite disruptions to public warning systems and private-sector media sources (THIRA).

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.

Core Capability: Screening, Search, and Detection

Mission Areas: Prevention, Protection

Primary Audience: Special event security planners, bomb squads, and hazardous materials response personnel

Outcomes:

a) Screen conveyances, cargo and people at land and maritime ports of entry, CIKR sites, public events, and incident scenes.

b) Detect, identify and locate CBRNE materials using a variety of integrated means including technology, canines, and specialized personnel.

c) Deploy security measures to detect weapons at public assembly sites (THIRA).

d) Deploy canine explosive detection teams covering radius around highly public assembly venues during events (THIRA).

Goal 4 - CBRNE Detection, Response, and Decontamination

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.

Core Capabilities: Logistics and Supply Chain Management, Supply Chain Integrity and Security, Fire Management and Suppression

Mission Areas: Protection and Response

Primary Audience: Hazardous materials response teams, firefighting and law enforcement personnel

Outcomes:

a) Secure key supply nodes, conveyances, and materials in transit through MOUs and/or other established partnership agreements with public and private sector stakeholders.

b) Provide food and other commodities to up to 2.2 million people who have lost services and residences, including stranded visitors or commuters in the region (THIRA).

c) Provide supplies to affected areas by rotary wing aircraft if necessary (i.e., it is not possible to provide critical supplies by fixed-wing air, ground, and sea transportation) (THIRA).

d) Over a two week time period, extinguish up to 5,000 fires using statewide mutual aid, despite significant damage to transportation infrastructure (THIRA).

e) Within 24 hours following a catastrophic event, implement a plan to transition up to 2.2 million people to recovery (THIRA).

Goal 6 - Emergency Planning and Community Preparedness

Objective 6.3 Mass Care: Provide sheltering, feeding, family reunification, and bulk distribution for populations impacted by emergency incidents.

Core Capability: Mass Care Services

Mission Areas: Response

Primary Audience: Emergency managers, social services, American Red Cross (ARC)

Outcomes:

a) Provide mass care in a manner consistent with all applicable laws, regulations and guidelines, including those pertaining to individuals with access and functional needs.

b) Consolidate information about the mass care activities of non-governmental organizations and private-sector companies in order to coordinate operations with state and federal agencies.

c) Within the first 72 hours of a critical incident, begin to establish mass care services for up to 331,400 people and for up to 218,300 household pets needing shelter (THIRA).

d) Support more than one million people needing transportation assistance (THIRA).

e) During the first seven days of an incident, implement a plan to support mass care services during transition to short-term recovery (THIRA).

Goal 7 - Recovery

Objective 7.1 Infrastructure Systems: Restore critical lifelines through providing timely assessments and getting personnel and equipment to disaster scenes.

Core Capability: Infrastructure Systems

Mission Areas: Response and Recovery

Primary Audience: Emergency managers, public works, and owners and operators of critical lifeline systems

Outcomes:

a) Provide situation needs and damage assessments by utilizing engineering, building inspection, and code enforcement services.

b) Coordinate between private sector and government operations to re-establish critical infrastructure and support response operations, life sustainment, and transition to recovery.

c) During the first 72 hours of an incident, stabilize infrastructure affected by up to 50 million tons of debris, consisting of building materials, personal property, and sediment (THIRA).

d) During the first 72 hours to 5 days of an incident, implement a plan to restore up to 1.8 million households without potable water and 500,000 households without electricity (THIRA).

e) Within one month of an incident, develop a plan to remove up to 50 million tons of debris and redevelop major water and sewer systems (THIRA).

Section 12. Summary Timeline

WHO	WHAT	WHEN	DETAILS
UASI Management Team	Outreach	September 2015	Management Team sends the FY16 project proposal guidance to UASI stakeholders as well as notice of the workshop/webinar kick off.
UASI Work Groups	Informal project discussions	September 2015	Work groups discuss projects ideas as well as regional gaps and priorities.
UASI Management Team	Kick off workshop and webinar	Thursday, September 17th, 2015	This meeting/webinar is required for all those submitting proposals.
UASI Stakeholders	Proposal submissions	October 1 – October 16, 2015	UASI stakeholders submit proposals through the WebGrants system.
Approval Authority	Approval Authority review	November 30 – December 11, 2015	Management Team provides the compliance review and then sends proposals for each OA/core city to the relevant Approval Authority member for review by Nov. 30th. Members have until Dec. 11th to make changes.
UASI Management Team	Hub electronic review	December 31, 2015	Management Team sends all relevant proposals to hub voting members for review.
Hubs	Prioritize	January 2016	Hubs meet on specific days in January 2016 and list projects in order of importance to be funded, including "above" and "below" the line.
Approval Authority	Approve "level one" regional projects	January 14, 2016	Regional projects in the "level one" category (fusion center, training & exercise, public safety information sharing, Bay RICS/ interoperability, public health & medical, and projects implemented by the Management Team) present proposals to the Approval Authority.
Regional Proposal Work Group	Review	February 25, 2016	The Regional Proposal Work Group reviews "level two" regional projects.
Approval Authority	Approve	April 14, 2016	Approval Authority approves hub and "level two" regional projects. They also approve grant allocations if the grant award has been released.

Section 13. Allowable Spending Guidelines

Please note that DHS has yet to issue guidelines for FY16. In the absence of this information, below please find the allowable spending information for FY15. At this time, the Management Team does not anticipate changes in the allowable spending guidelines in the FY16 Notice of Funding Opportunity. The Management Team will update stakeholders on any such changes in a timely manner

The following is a summary of allowable spending areas under the UASI program as it pertains to the Bay Area UASI. Please contact the Bay Area UASI Management Team for clarification, should you have questions regarding allowable cost items.

The spending areas are broken out under planning, organization, equipment, training and exercises (POETE) spending areas. This matches the Bay Area Homeland Security Strategy, which divides recommended spending areas under POETE for each objective in the Strategy, as well as the DHS mandated budget sections for Investment Justifications that the Bay Area must submit in order to receive DHS funding.

The spending areas below outline what is allowable. They are not a list of what the region should or must purchase.

13.1   Planning

Funds may be used for a range of emergency preparedness and management planning activities and such as those associated with the development of the THIRA, State Preparedness Report (SPR), continuity of operations plans and other planning activities that support the Goal and placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in *CPG 101 v 2.0*. For additional information, please see *http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf*.

Examples of planning activities include:
- Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, mitigation, response, and recovery activities
- Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives
- Developing related terrorism and other catastrophic prevention
- Developing and enhancing plans and protocols
- Developing or conducting assessments
- Materials required to conduct planning activities
- Travel/per diem related to planning activities
- Overtime and backfill costs (in accordance with operational Cost Guidance)
- Issuance of WHTI-compliant Tribal identification cards
- Activities to achieve planning inclusive of people with disabilities
- Coordination with Citizen Corps Councils for public information/education and development of volunteer programs
- Update governance structures and processes and plans for emergency communications

13.2   Organization

Organizational activities include:

- Program management;
- Development of whole community partnerships;
- Structures and mechanisms for information sharing between the public and private sector;
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland;
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors;
- Operational Support;
- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event; and
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts.

Intelligence analysts. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement* (PRICE) *of Homeland Security Act* (Public Law 110-412), funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by UASI funding. In order to be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:

- Successfully complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
- Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, or State and/or local law enforcement intelligence unit

As identified in the *Maturation and Enhancement of State and Major Urban Area Fusion Centers* priority, all fusion centers analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to FEMA Program Analysts upon request. In addition to these training requirements, fusion centers should also continue to mature their analytic capabilities by addressing gaps in analytic capability identified during the fusion center's BCA.

Overtime costs. Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated

with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the *Maritime Transportation Security Act of 2002*), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other Federal sources (i.e. FBI JTTF payments to State and local agencies) has been exhausted. Under no circumstances should DHS grant funding be used to pay for costs already supported by funding from another Federal source.

Operational overtime costs. In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites. Funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites in the following authorized categories:

- Backfill and overtime expenses for staffing state or Major Urban Area fusion centers;
- Hiring of contracted security for critical infrastructure sites;
- Participation in Regional Resiliency Assessment Program activities;
- Public safety overtime;
- Title 32 or state Active Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package (Note: Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package); and
- Increased border security activities in coordination with CBP

UASI funds may only be spent for operational overtime costs upon prior approval provided in writing by the FEMA Administrator per the instructions in *IB 379*.

The following organization activities are allowable expenses:

- Program management;
- Development of whole community partnerships, through groups such as Citizen Corp Councils;
- Structures and mechanisms for information sharing between the public and private sector;
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland;
- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors
- Operational Support;
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS, or needs in resulting from a National Special Security Event; and
- Paying salaries and benefits for personel to serve as qualified intelligence analysts.

13.3   Equipment

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards are listed on the Authorized Equipment List (AEL). The AEL is available in PDF format at *https://www.fema.gov/media-library/assets/documents/101566.* Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

HSGP funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state/city/local health departments who administer Federal funds from HHS for this purpose and with existing MMRS committees where available, in order to sustain their long term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. Procurement must have a sound threat based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, recipients must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Recipients are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's period of performance for HSGP. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.

13.4   Training

The Regional Exercise and Training Program will be responsible for reviewing and approving all training requests. Allowable training-related costs under UASI include the establishment, support, conduct, and attendance of training specifically identified under the UASI grant program and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS, DOT). Training conducted using HSGP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also have or access and functional needs, should be identified in the AAR/IP and addressed in the state or Urban Area training cycle. Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design using the *Course Development Tool.*

Allowable training activities include, but are not limited to:

- Overtime and backfill for public safety, emergency preparedness and response personnel attending FEMA-sponsored and approved training classes
- Overtime and backfill for public safety, emergency preparedness and response personnel attending FEMA-sponsored and approved training classes

- Overtime and backfill expenses for part-time and volunteer public safety and emergency response personnel participating in FEMA training
- Training workshops and conferences
- Full-time or part-time staff or contractors/consultants
- Travel
- Supplies
- Tuition for higher education
- Instructor certification/re-certification
- Training conducted using UASI funds should seek to address a gap identified in the Strategy, or through the Bay area's several specific training plans, an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise
- Coordination with Citizen Corps Councils in conducting training exercises
- Interoperable communications training

13.5 Exercise

The Regional Exercise and Training Program will be responsible for reviewing and approving Exercise requests. Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training gaps should be identified in the Strategy, AAR/IP and/or addressed in the Bay Area training plans and cycle. Exercises must be managed and executed in accordance with the Bay Area's Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Guidance for exercise design, development, conduct, evaluation, and improvement planning is located at *https://www.fema.gov/exercise*. The HSEEP Library provides sample exercise materials and templates. Allowable exercise activities include, but are not limited to:

- Design, develop, conduct, and evaluate an exercise
- Exercise planning workshop
- Full-time or part-time staff or contractors/consultants
- Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in FEMA exercises
- Implementation of HSEEP
- Activities to achieve exercises inclusive of people with disabilities
- Travel
- Supplies
- Interoperable communications expenses

All exercises using UASI funding must be NIMS/SEMS compliant. More information is available online at the NIMS Integration Center,
http://www.fema.gov/emergency/nims/index.shtm.

13.6 Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Policy *FP 205-402-125-1* under all active and future grant awards, under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty.

Grant funds are intended to support projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to meet this objective, the policy set forth in GPD's IB 379 (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs which must be in 1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the Goal, and (4) shareable through the Emergency Management Assistance Compact. Additionally, eligible costs must also be in support of equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

13.7   Law Enforcement Terrorism Prevention Allowable Costs

The following activities are eligible for use of LETPA focused funds:

- Maturation and enhancement of fusion centers, including information sharing and analysis, target hardening, threat recognition, and terrorist interdiction, and training/ hiring of intelligence analysts;
- Coordination between fusion centers and other analytical and investigative efforts including, but not limited to Joint Terrorism Task Forces (JTTFs), Field Intelligence Groups (FIGs), High Intensity Drug Trafficking Areas (HIDTAs), Regional Information Sharing Systems (RISS) Centers, criminal intelligence units, and real-time crime analysis centers;
- Implementation and maintenance of the Nationwide SAR Initiative (NSI), including training for front line personnel on identifying and reporting suspicious activities;
- Implementation of the "If You See Something, Say Something™" campaign to raise public awareness of indicators of terrorism and violent crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations;
- Training for countering violent extremism; development, implementation, and/or expansion of programs to engage communities that may be targeted by violent extremist radicalization; and the development and implementation of projects to partner with local communities to prevent radicalization to violence, in accordance with the Strategic

Implementation Plan (SIP) to the National Strategy on Empowering Local Partners to Prevent Violent Extremism in the United States; and

- Increase physical security, via law enforcement personnel and other protective measures by implementing preventive and protective measures related to at-risk nonprofit organizations.

13.8   Critical Emergency Supplies

In furtherance of DHS's mission, critical emergency supplies, such as shelf stable food products, water, and basic medical supplies are an allowable expense under UASI. Prior to allocating grant funding for stockpiling purposes, Proposers must have FEMA's approval of a five-year viable inventory management plan which should include a distribution strategy and related sustainment costs if planned grant expenditure is over $100,000.

The inventory management plan and distribution strategy, to include sustainment costs, will be developed and monitored by FEMA GPD with the assistance of the FEMA Logistics Management Directorate (LMD). GPD will coordinate with LMD and the respective FEMA Region to provide program oversight and technical assistance as it relates to the purchase of critical emergency supplies under UASI. GPD and LMD will establish guidelines and requirements for the purchase of these supplies under UASI and monitor development and status of the State's inventory management plan and distribution strategy.

13.9   Construction and Renovation

Project construction using UASI funds may not exceed the greater of $1,000,000 or 15% of the grant award. For the purposes of the limitations on funding levels, communications towers are not considered construction.

Written approval must be provided by FEMA prior to the use of any HSGP funds for construction or renovation. When applying for construction funds, including communications towers, at the time of application, Proposers are highly encouraged to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits and documents, and to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., completing the FCC's Section 106 review process for tower construction projects; coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects). FEMA is legally required to consider the potential impacts of all projects on environmental resources and historic properties. Proposers must comply with all applicable environmental planning and historic preservation (EHP) laws, regulations, and Executive Orders (EOs) in order to draw down their HSGP grant funds. Completed EHP review materials for construction and communication tower projects must be submitted as soon as possible to get approved by the end of the period of performance. EHP review materials should be sent to *gpdehpinfo@fema.gov*.

HSGP Proposers wishing to use funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq*.). Recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less

than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations, is available from the following website: *http://www.dol.gov/compliance/laws/comp-dbra.htm*.

13.10 Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable HSGP planning, training, exercise, and equipment activities. A personnel cost cap of up to 50 percent (50%) of total grant program funds may be used for personnel and personnel-related activities as directed by the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412).

In general, the use of grant funds to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Grant funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

The following are definitions as it relates to personnel costs:

- *Hiring*. State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable /DHSFEMA program activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-DHS/FEMA program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.
- *Overtime*. These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of DHS/FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.
- *Backfill-related Overtime*. Also called "Overtime as Backfill," these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to DHS/FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.
- *Supplanting*. Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

13.11 Operational Packages

Proposers may elect to pursue operational package (OPack) funding, such as Canine Teams, Mobile Explosive Screening Teams, and Anti Terrorism Teams, for new capabilities as well as sustain existing OPacks. Proposers must commit to minimum training standards to be set by the Department for all federally funded security positions. Proposers must also ensure that the capabilities are able to be deployable, through EMAC, outside of their community to support

regional and national efforts. When requesting OPacks-related projects, Proposers must demonstrate the need for developing a new capability at the expense of sustaining existing core capability.

13.12   Unallowable Costs

Per FEMA policy, the purchase of weapons and weapons accessories is not allowed with HSGP funds.

Per the Anti-Deficiency Act, federal government personnel, or representatives thereof, are prohibited from participation in projects awarded to sub grantees. This includes the solicitation, selection and monitoring of sub grantees.

13.13   Unauthorized Exercise Costs

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging signs).

Bay Area UASI Project Application

00000-FY16   Bay   Area   UASI

00038 - P25 Radio Purchase

Funding Category: East Bay Hub

Amount Requested: $510,775

Submitted

07/16/2015 9:01 AM

Status: PENDING

Project Lead

Name:*

Mr.	Joseph		Hughes
Salutation	First Name	Middle Name	Last Name

Title: Undersheriff

Email: joseph.hughes@bapsa.gov

Address: 123 Mainstreet

Suite 1

Dublin	California	94568
City	State/Province	Postal Code/Zip

Phone:*

510-555-1212	123
Phone	Ext.

Organization Information

Organization Name: Bay Area Public Safety Agency

Organization Type: County Government

Organization Website: www.bapsa.gov

Address: 578 Main st.

1st Floor

Dublin	California	
City	State/Province	Postal Code/Zip
		94568

Phone:*

510-555-1212	123
	Ext.

Fax: 510-555-1213

E-mail Address bapsa@countygov.org

Categories of Funding

Operational Area (County):   Alameda County

Is your agency directly affiliated with the City of Oakland?   No

Will your project benefit three or more hubs?   No

Will your project benefit two or more operational areas?   Yes

All projects must benefit 2 or more operational areas.

Please state which operational areas your project will benefit and how: This cache of radios will be shared will Alameda and Contra Costa Counties.

250 Characters Maximum

Select an available funding category: East Bay Hub

Department Head Approval

Have you received approval from your department head to submit this application?   Yes

Name   John   Smith

                  FIRST   LAST

Title   Sheriff

Agency   Local County Sheriff's Office

Email   sheriff@bayareacounty.org

Phone   555-111-2222

Project Description

Select a goal: Goal 3: Communications

Select a Priority Capability Objective: Objective 3.1 Operational Communications

Objective

Select the applicable FEMA Core Capability for your project: Operational Communications

Select a nexus to terrorism: This project will enhance regional capacity to: Respond to Terrorist Attacks

Describe the nexus to terrorism in detail: This cache of interoperable radios will allow us to communicate effectively during a mutual aid terrorist incident.

300 Characters Maximum

Select all applicable outcomes: Yes

a) During the first 24 hours following a no-notice incident, responders share mission critical voice information with each other and with responders from across the Bay Area region.

Yes

b) Ensure local or regional emergency communications systems are based on established governance, standard operating procedures, and technology.

Project Summary- Provide a brief description of your project: We would like to purchase a cache of P25 Interoperable Radios for response operations during a major terrorist incident that requires mutual aid.

Project Timeline

Total Project Time

Months 6

Project Dates

01/01/2017	07/01/2017
Project Start Date	Project End Date

Milestones

Milestones Minimum 5	Estimated Completion Date
Obtain Quotes	01/13/2017
Issuance Of PO	02/01/2017
Receive Equipment	04/15/2017
Test Equipment	05/15/2017
Submit Reimbursement Documentation	05/30/2017

Project Budget POETE

Category: Fill In amounts in any applicable category:

Planning:	$0.00
Organization:	$0.00
Equipment:	$510,775.00
Training:	$0.00
Exercises:	$0.00

Equipment Details

Select a category of FEMA Authorized Equipment	Select the appropriate AEL #	Quantity	Price Each	Sales Tax	Shipping	Training	Installation	Subtotal
Interoperable Communications Equipment	06CP-01- PORT Radio, Portable	100.0	$4,750.00	7.5%	$150.00	$0.00	$0.00	**$510,775**
Equipment Totals:			**$4,750.00**	**$35,625.00**	**$150.00**	**$0.00**	**$0.00**	**$510,775**

Total Amount Requested: $510,775