

FY 13 Draft Proposal Implementation Guidance (selections)

3. 2013 Federal Budget

It is expected that Congress will pass the DHS FY 2013 budget after the November election and likely early in 2013, which will include funds for all state and local homeland security grants. 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.

4. Proposal Submission Process

Regional projects may be developed from and/or solicited by operational areas, special districts, or sub-regions within the 12 county Bay Area UASI. Hub planners and Bay Area UASI project managers will work with the UASI counties/major cities to engage in outreach to solicit proposals. Proposals are invited from government organizations within the UASI footprint, including all work group and hub participants. All proposals should be submitted by the person who will be primarily responsible for project implementation and should have the approval of the relevant department head. Community-based and nonprofit groups are welcomed to submit a proposal, but must do so with a government sponsor/partner.

Proposals may only be submitted using an online form to the Management Team from November 12-30, 2012. All proposals must be submitted by 5pm on Friday November 30th, and late proposals will be considered ineligible. The proposal template can be found in Appendix A of this guidance and please see section 8 (Step Four) below for funding criteria and section 10 for allowable expenses. Submitters are strongly encouraged to integrate Federal, State and local grant and general funds when developing FY 2013 projects, with an understanding that the rules governing the use of those funds may vary from funding source to funding source.

5. Role of the Work Groups

For FY 2013, the Bay Area is utilizing regional subject matter expert working groups to vet proposed projects. Each work group is assigned a goal or set of goals from the *Bay Area Homeland Security Strategy*. The work groups will vet regional projects designed to implement the goal(s) and objectives from the Strategy for which they have responsibility.

Work group composition:

- Work group meetings are open to all that would like to participate within the 12 county Bay Area UASI
- Bay Area UASI Approval Authority and Advisory Group members should attempt to ensure their jurisdiction is represented in all work groups for optimum inclusion in all UASI projects.
- Work group meetings will continue to be chaired by project managers representing the UASI Management Team.
- The work groups and their areas of responsibility concerning projects for FY 2013 are:

Risk Management/Information Analysis and Infrastructure Protection Work Group

- Regional planning and risk management projects under Bay Area Strategy Goal 1.
- Regional intelligence, information sharing and infrastructure protection projects under Bay Area Strategy Goal 2.

Communications Work Group

- Regional communications projects under Bay Area Strategy Goal 3.

Regional Exercise & Training/CBRNE Working Group

- Regional CBRNE projects under Bay Area Strategy Goal 4
- Regional training and exercise program projects under Bay Area Strategy Goal 8.

Regional Catastrophic Planning Team and Public Health Working Group

- Regional public health and medical projects under Bay Area Strategy Goal 5
- Regional community preparedness and emergency planning projects under Bay Area Strategy Goal 6
- Regional recovery projects under Bay Area Strategy Goal 7.

Proposal vetting process:

Each work group will vet projects against funding criteria (see Section 8 below, Allocation of Funding, Step 4 Additional UASI Funding). Work groups will score proposals as “highly qualified” “somewhat qualified” and “least qualified.” In addition, work groups may designate other criteria to vet projects as mutually agreed (e.g., provide scalable solutions, leverage other funding sources). Work groups will also designate projects that are “shovel ready” and have the ability to be completed within six months of funding allocation.

Work groups should meet in person at least once and no more than twice during the month of December 2012 to complete the vetting. Work group chairs will share an excel spreadsheet of the proposed projects with the participants in advance of the December meeting.

Ideally, the vetting will be done by consensus. If and when a vote is needed, there will be one vote per operational area and core city represented at the meeting. The General Manager will designate such persons in each work group based on recommendations from Advisory Group members. It is important to the process that such representatives are: subject matter experts, regular work group members, and government employees.

In September, October, and November meetings, work groups are encouraged to prepare for the upcoming proposal submission and vetting process by discussing and building consensus on their regional priorities. They are also encouraged to discuss the implementation guidance, gap analysis, and Strategy.

Note that Training & Exercise proposals should not be vetted in this process. In the past, all requests for training & exercise have been referred to the training and exercise program.

6. Role of the Hubs

In FY13, the Bay Area is utilizing hub groups to prioritize proposed projects vetted by the working groups.

Hub composition:

- As in prior years, the hubs will be based on the geographical location of the agencies based on North, East, South and West Bay Areas
- Each Approval Authority representative should recommend or appoint a designee to assign three to five people to represent his or her operational area/core city at the hub meetings. Hub representatives are encouraged to invite individuals to the meeting to speak to the specifics of particular proposals.
- Hub meetings will be coordinated and facilitated by the hub planners and/or UASI Management Team members. In instances where hub planners are not yet hired, a Management Team representative will provide coordination and facilitation

Proposal prioritization process:

Hubs will meet in January 2013 to decide on the final prioritized list of projects for recommendation to the Advisory Group. In advance of their meetings, hub facilitators will provide hub participants with all submitted proposals as well as the vetting information provided by the work groups.

Each hub will develop a list of prioritized projects based on regional need and local capabilities based on the set of goals from the *Bay Area Homeland Security Strategy*. 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 facilitator does not vote or otherwise attempt to influence the decision-making of the hub representatives.)

The Management Team will provide hubs with an allocation based on the funding risk allocation formula. The hubs' prioritized lists of projects should include projects in order of importance to be funded by the allocation. In addition, each hub should also develop a list of "below the line" projects for if and when additional funds become available in the future. This should include six month time frame projects.

Hubs representatives may make modifications to proposals with the agreement of the original project proposers as long as these modifications are consistent the original goals and objectives 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.

7. Role of the Advisory Group

The UASI Advisory Group will review proposed projects that have been vetted by the working groups and prioritized by the hubs. The Advisory Group will provide a review to reduce duplication of effort and confirm prioritization of projects based on attainable mitigation of regional risk. The Advisory Group will also review the proposals for compliance with the Strategy and applicable UASI, CalEMA and FEMA guidance. The Advisory Group will conduct this review in their February meeting and provide a list of recommendations to the Approval Authority for the March Approval Authority meeting.

The Bay Area Management Team will facilitate the Advisory Group's review of projects and answer any questions of the Advisory Group. The Management Team will also prepare and submit the grant investment justifications to the State of California for submittal to DHS.

10. Timeline

Draft FY 2013 UASI Grant Timeline

October 2012	Management Team issues FY13 implementation guidance, hosts kick off meeting/ webinar
November 8, 2012	Approval Authority reviews Bay Area Homeland Security Strategy
November 12-30, 2012	Proposals may be submitted to the Management Team by any Bay Area UASI stakeholder. Includes proposals for sustainment and core city funding projects.
December 2012	Workgroups vet proposals
January 2013	Hubs prioritize proposals
February 2013	Advisory Group reviews vetted and prioritized proposed projects
March 2013	Approval Authority reviews and approves vetted and prioritized proposed projects recommended by the Advisory Group
April 2013	Estimated deadline for application to Cal EMA (approximate date pending release of FEMA guidelines & Cal EMA timeline)