










**UASI FISCAL YEAR 2013  
PROJECT PROPOSAL TIMELINE**

GROUP	PROJECT OBJECTIVES	WHEN	TASKS
<p align="center"><b>UASI Management Team</b></p> 	<p align="center">Outreach to OA &amp; Workgroup Leads</p>	<p align="center">October 2012</p>	<ul style="list-style-type: none"> <li>Send email describing the FY13 proposal process to UASI jurisdiction OES Managers and Workgroup Leads, including:               <ul style="list-style-type: none"> <li>Invitation to kick-off meetings</li> <li>Project proposal template with online submission link</li> <li>Proposal implementation guidance</li> </ul> </li> </ul>
<p align="center"><b>OA OES Managers and Workgroup Leads</b></p> 	<p align="center">Outreach to OA Stakeholders</p>	<p align="center">October 2012</p>	<ul style="list-style-type: none"> <li>Distribute FY13 UASI process email (as described above) to OA stakeholders and Workgroup members.</li> <li>Provide Summary Risk Assessment Capabilities (RAC) information presented to Approval Authority (Approval Authority).</li> </ul>
<p align="center"><b>UASI Management Team</b></p> 	<p align="center">Information <b>KICK OFF meetings</b></p>	<p align="center">November 2012</p>	<ul style="list-style-type: none"> <li>Conduct UASI FY13 informational kick-off meetings on November 7-8 and 14-15 in each Hub to answer questions and ensure clarity of the project proposal process.</li> <li>Provide detailed Risk Assessment Capabilities (RAC) information to Approval Authority at the NCRIC.</li> <li>Bay Area Homeland Security Strategy presented to the Approval Authority.</li> </ul>
<p align="center"><b>OA STAKEHOLDERS</b></p> 	<p align="center">Proposal Submissions</p>	<p align="center">November 2012</p>	<ul style="list-style-type: none"> <li>Submit proposals online to the UASI Management Team during the period of November 12-30.</li> <li>Ensure all proposals are submitted by the person primarily responsible for the project proposal.</li> <li>Ensure all proposals have approval of the relevant department head.</li> <li>Management Team sends proposals to corresponding Approval Authority member.</li> </ul>
<p align="center"><b>WORKGROUPS</b></p> 	<p align="center">Vet</p>	<p align="center">December 2012</p>	<ul style="list-style-type: none"> <li>Vet projects against funding criteria.</li> <li>Score proposals as “highly qualified” “somewhat qualified” or “least qualified.”</li> <li>Open to all who would like to participate within the UASI footprint.</li> <li>Vetting will be done by consensus. If a vote is needed, there will be one vote per operational area and core city represented at the meeting. The General Manager will</li> </ul>

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			<ul style="list-style-type: none"> <li>• Designate such persons in each work group based on recommendations from Advisory Group members.</li> <li>• Facilitated by Management Team project managers.</li> </ul>
  <b>HUBS</b>	Prioritize  Above/Below the line	January 2013	<ul style="list-style-type: none"> <li>• List projects in order of importance to be funded by an allocation based on the funding risk allocation formula.</li> <li>• Develop a list of “below the line” projects including six month “shovel ready” time frame projects.</li> <li>• Approval Authority members select representatives.</li> <li>• Facilitated by Hub planners/Management Team project managers.</li> </ul>
  <b>UASI Grants Management Team</b>	Information  Grant Compliance	January 2013	<ul style="list-style-type: none"> <li>• Conduct informational meetings in each Hub to answer questions and ensure clarity of the UASI FY13 project proposal process.</li> <li>• Review UASI grant process and grant compliance.</li> </ul>
  <b>ADVISORY GROUP</b>	Recommend	February 2013	<ul style="list-style-type: none"> <li>• Review proposals to reduce duplication of effort, confirm prioritization of projects based on attainable mitigation of regional risk, and for compliance with the Strategy and applicable UASI, CalEMA and FEMA guidance.</li> <li>• Recommend projects to Approval Authority for approval.</li> </ul>
  <b>APPROVAL AUTHORITY</b>	Approve	April 2013	<ul style="list-style-type: none"> <li>• Approve project submissions.</li> </ul>

- Use last year’s priority capability objectives and funding allocations for estimating project ranking decisions.
- Federal DHS guidelines may be issued at any time. Our estimate for release of funding allocations for the Bay Area UASI is anticipated as early as March 2013 and as late as May 2013.
- Grant Compliance Hub Workshops planned for May 2013.