To: Bay Area UASI Approval Authority

From: Molly Giesen-Fields, Regional Grants Manager

Date: June 8, 2023

Re: Item 6: FY24-FY25 Proposal Guidance

Staff Recommendation:

Approve the FY24-FY25 Proposal Guidance

Action or Discussion Items:

Action

Discussion:

The Management Team is pleased to present the Project Proposal Guidance for the FY24-FY25 UASI funding cycle. This document contains all requirements and procedures for the FY24-FY25 sub-recipient grant application, national priority projects, review, and approval process.

The timeline and general approach to the process is consistent with the prior two-year grant proposal cycle. The proposal submission period begins in mid-September 2023, hub meetings are in January 2024, and Approval Authority final approval of funded projects is planned for March 2024. The FY24-FY25 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 Format:* Continuing the FY22 simplified Proposal Guidance document format, the main document includes basic information with appendices that provide additional information: Preparing the Application, a List of Allowable Costs, and National Priority Area Guidelines.

- *National Priority Areas (NPA):* DHS increased the number of NPA's from 5 in FY22 to 6 in FY23. The required allocation percentage of these projects remains at 30%. For the purposes of this document, we will use the existing 6 NPA and the 30% requirement (subject to change by DHS).

- *Working Groups and UASI Goals*: This document contains the revised table indicating how our Work Groups align with our Bay Area UASI Homeland Security Goals and, in turn, align with the State's Investment Justification process.

- ***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 FY23.

- ***Hub Projects:*** Beginning in FY22, hub project allocations moved to a 2-year funding cycle. For projection purposes, the funding amount allocated to each hub includes double the amount of FY23 funding (for grant years FY24 and FY25). 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***: 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, and/or agree to divide and share specific percentages of the overall allocation amount in advance.

- ***Proposal Review***: Approval Authority Members will be able to review their jurisdictions' proposals from November 8-21, 2023. 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.