

2020 Solution Development Worksheet

Below is the 2020 solution development worksheet. The purpose of the worksheet is to provide applicants with a standardized approach when proposing solutions (i.e., projects) for resourcing consideration.

2020 SOLUTION DEVELOPMENT WORKSHEET

Overview	
Solution Title	
Funding Requested	
Sponsor	
Description	
Reviewers	
Core Capability¹ Alignment	
<i>Select the primary and, if applicable, secondary alignment to the Core Capabilities</i>	
Primary Choose an item.	Secondary Choose an item.
Regional Guidance Alignment	
<i>Identify the regional priorities that this solution is designed to address.² After you check the appropriate boxes, discuss how the solution aligns with the Regional Guidance below.</i>	
<input type="checkbox"/> Intelligence, Information Sharing, and Situational Assessment <input type="checkbox"/> Cybersecurity <input type="checkbox"/> Operational Coordination <input type="checkbox"/> Complex Coordinated Attack <input type="checkbox"/> Interoperable Communications <input type="checkbox"/> Programmatic Approach to Regional Exercises <input type="checkbox"/> Leadership Development <input type="checkbox"/> Other _____	

¹ For more information, please visit: <https://www.fema.gov/core-capabilities>.

² For additional information, please consult the 2020 Regional Guidance. Please note that the 2020-2023 priorities are not eligible for funding until FY 2021.

Point of Contact	
Sponsor	
Chair or Point of Contact	Name:
	Agency:
	Phone:
	Email:
Sub-recipient	
Project Manager or Point of Contact	Name:
	Agency:
	Phone:
	Email:

1. Purpose (19%)
Describe the purpose of the solution.

2. Outcomes (18%)
Describe the solution's intended outcomes (i.e., the capability that will be achieved or gap[s] mitigated).

3. Impact (17%)
Indicate the regional, sub-regional, or jurisdictional impact the solution seeks to achieve.

Regional (the entire National Capital Region [NCR])
 Sub-regional (the District, suburban Maryland, or Northern Virginia)
 Individual Jurisdiction or Agency
 Other _____

Description of the Regional Impact

4. Regional Applicability (16%)

Part 1: *Describe why and how the proposed solution is applicable to the NCR.*

Part 2: Describe why the proposed solution or approach is recommended.

5. Objectives and Deliverables (10%)

List the primary objectives and deliverables for achieving the solution’s intended outcome(s). Additional objectives and/or deliverables may be added as appropriate.

Outcome: <insert outcome(s)>

Category	Description	Start Date	End Date
Objective 1			
Deliverable 1.1			
Deliverable 1.2			
Deliverable 1.3			
Objective 2			
Deliverable 2.1			
Deliverable 2.2			
Deliverable 2.3			

6. Metrics (10%)

List the established or anticipated performance metrics and discuss how progress towards, or the completion of, intended outcomes will be measured.

(1)
(2)
(3)
(4)
(5)

7. Budget and Sustainability (10%)

Provide a general summary of the resourcing requirements associated with this solution. Use the space below to outline any requirements that do not fit within one of the categories.

Category	Description of Costs	Amount
Planning		
Organization		
Equipment		
Training		

Exercises		
TOTAL FY 2020 AMOUNT REQUESTED		
Part 2: Increased Budget Request Justification		
<i>If this is an established solution, justify the reasoning behind the request for the increased budget from the previous Fiscal Year (FY).</i>		
Part 3: Sustainability		
<i>Demonstrate the sustainability of the solution and identify a funding source (e.g., sustained local funding, Urban Area Security Initiative [UASI] funding or other grant opportunities) if long-term funding is required. Provide justification for the importance of any long-term funding requirements.</i>		
Part 4: Additional Information		
<i>Outline any requirements that do not fit within the categories listed in Question 7.</i>		

8. Solution History
<i>If this is an established solution, provide a brief history. Discuss additional funding previously and currently received, to include significant increases or reductions and supplemental funding from agencies. Describe solution outcomes, current usage (day-to-day or for emergencies), and/or significant decisions. New solutions should only answer applicable parts of this question.</i>

9. Future Planning

Part 1: To accurately forecast multi-year requirements, provide a discussion of the duration and timeline of the resourcing necessary to implement the solution. Be as specific as possible, to include year-by-year anticipated costs broken down by POETE. Consider long-term resourcing needs, such as operating expenses, equipment replacement, staff commitment, upgrades/enhancements, etc.

Discussion:

Year	Description	Amount
FY 2021 ³		
FY 2022		
FY 2023		

Part 2: Describe what other support is necessary to ensure sustainment of the solution (e.g. development of a governance structure, user agreements, cost-sharing models).

Part 3: If applicable, detail any impact the blanket 15% budget reduction in FY 2018 had to the solution (if any).

10. Completed Milestone

If the solution previously received UASI funding, specify the most recently completed milestone.

³ This suggests federal fiscal year (FY) 2021 – the first “out year” following the FY 2020 UASI allocation; should the solution be approved for resourcing.