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**

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| **Overview** | |
| **Solution Title** |  |
| **Funding Requested** |  |
| **Sponsor** |  |
| **Description** |  |
| **Reviewers** |  |

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| **Core Capability[[1]](#footnote-1) Alignment**  *Select the primary and, if applicable, secondary alignment to the Core Capabilities* | |
| Primary  Choose an item. | Secondary  Choose an item. |
| **Regional Guidance Alignment**  *Identify the regional priorities that this solution is designed to address.[[2]](#footnote-2) After you check the appropriate boxes, discuss how the solution aligns with the Regional Guidance below.* | |
| ☐ Intelligence, Information Sharing, and Situational Assessment  ☐ Cybersecurity  ☐ Operational Coordination  ☐ Complex Coordinated Attack  ☐ Interoperable Communications  ☐ Programmatic Approach to Regional Exercises  ☐ Leadership Development  ☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **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: |

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| **1. Purpose (19%)**  *Describe the purpose of the solution.* |
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| **2. Outcomes (18%)**  *Describe the solution’s intended outcomes (i.e., the capability that will be achieved or gap[s] mitigated).* |
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| **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** |
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| **4. Regional Applicability (16%)** |
| **Part 1:** *Describe why and how the proposed solution is applicable to the NCR.* |
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| **Part 2:** *Describe why the proposed solution or approach is recommended.* |
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| **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 |  |  |  |

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| **6. Metrics (10%)**  *List the established or anticipated performance metrics and discuss how progress towards, or the completion of, intended outcomes will be measured.* |
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| **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**  *If this is an established solution, justify the reasoning behind the request for the increased budget from the previous Fiscal Year (FY).* | | |
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| **Part 3: Sustainability**  *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.* | | |
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| **Part 4: Additional Information**  *Outline any requirements that do not fit within the categories listed in Question 7.* | | |
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| **8. Solution History** *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.* |
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| **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]](#footnote-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).* | | |
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| **Part 3:** *If applicable, detail any impact the blanket 15% budget reduction in FY 2018 had to the solution (if any).* | | |
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| **10. Completed Milestone**  *If the solution previously received UASI funding, specify the most recently completed milestone.* |
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1. For more information, please visit: <https://www.fema.gov/core-capabilities>. [↑](#footnote-ref-1)
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. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)