



To: Bay Area UASI Approval Authority
From: Craig Dziedzic, General Manager
Date: June 09, 2022
Re: Item 03: General Manager's Report

Staff Recommendation:

Staff recommends approving the Organization Chart, Annual Work Plans, and FY 2022-2023 Management Team Budget.

Action or Discussion Items:

- (a) UASI FY 2022 Notice of Funding Opportunity (NOFO) (Discussion)
- (b) Annual Report (Discussion)
- (c) Organization Chart (Action)
- (d) Annual Work Plans (Action)
- (e) FY 2022-2023 Management Team Budget (Action)
- (f) Management Team Tracking Tool and Future Agenda Items (Discussion)

Discussion/Description:

(a) UASI FY 2022 Notice of Funding Opportunity (NOFO) (Discussion)

On May 13, 2022, FEMA released the UASI FY 2022 Notice of Opportunity (NOFO). The Bay Area UASI received \$37,049,000, a decrease of \$451,000 from last year. The total UASI jurisdictions increased to 36 from 31 last year. The allocated percentage for Law Enforcement Terrorism Prevention Activities (LETPA) increased from 25% to 30%. The State will retain 18.5% of the allocation - the same as last year.

The NOFO requires a 30% allocation to 6 national priority areas with 3% minimum spending requirements: Intel & Info Sharing (3%), Domestic Violent Extremists (3%), Soft Target and Crowded Spaces (3%), and Community Preparedness and Resilience (3%). Two of the national priority areas, Elections Security and Cybersecurity, have no minimum spending requirements.

(b) Annual Report (attached as Appendix B)

Highlights of our accomplishments include the following:

060922 Approval Authority June Agenda Item 03: General Manager's Report

1. Leveraged UASI initiatives with three additional grants (Secure the Cities (STC) grant, Regional Catastrophic Preparedness Grant program (RCPGP), Targeting Violence and Terrorism Prevention (TVTP) grant) to enhance regional capabilities and close gaps as identified in our THIRA/SPR.
2. Hosted a 3-Day Public Safety Preparedness Summit in San Francisco highlighting our regional initiatives.
3. Managed to effectively submit grant applications, expenditures, and DHS/FEMA performance reports in a timely manner.

(c) Organization Chart (attached as Appendix C)

Background

In accordance with the 2017 Master MOU and corresponding by-laws for the Bay Area UASI, the Management Team Organization and Annual Work Plans, together with the FY 2022-2023 UASI Proposed Budget, are presented for approval. The 2021-2022 Bay Area UASI Annual Report is submitted for review.

The Management Team Organization Chart is divided into components based upon functionality of the grant revenue sources (UASI, STC, RCPGP, TVTP), fiscal and office administration. The details of the Management Team include: (a) job classification/title; (b) program assignment; and (c) salary.

As a Management Team update, we are currently in the interview process for a regional grants project manager. Two positions have been filled as follow:

Jackelyn Koo is the Senior Management Assistant who will manage the office operations, website administration, and special ad hoc projects. Jackelyn has more than 5 years of experience serving as a research analyst and budget analyst for the San Francisco Unified. School District (SFUSD). She earned a bachelor's degree (B.S.) from San Jose State and worked for the City of San Jose as a finance intern.

Selina Ng is the Training and Exercise Program Administrative Specialist who will work with the BATEP team to administer the training and exercises throughout the region. Selina earned a bachelor's degree (B.S.) in business administration. Information systems and a master's degree (MBA). Selina has worked for San Francisco State University (SFSU) as an administrative assistant and as a real estate property rental operations specialist for a private company.

(d) Annual Work Plans (attached as Appendix D)

The annual work plan aligns the Management Team's activities with four different grants and ten (10) goals of the Bay Area UASI:

- Goal 1: Strengthen Fusion Center Capabilities
- Goal 2: Enhance Protection of Soft Targets
- Goal 3: Enhance Cybersecurity
- Goal 4: Enhance Community Resilience
- Goal 5: Combatting Domestic Violent Extremism
- Goal 6: Strengthen Emergency Communications Capabilities
- Goal 7: Enhance Medical and Public Health Preparedness
- Goal 8: Enhance Information and Sharing Collaboration
- Goal 9: Enhance All Hazards Incident Planning, Response & Recovery Capabilities
- Goal 10: Homeland Security Exercise, Evaluation, and Training Program

(e) FY 2022-2023 Management Team Budget (attached as Appendix E)

The FY2022/2023 UASI Management Team proposed budget amounts to \$5,487,773 which is comprised of revenue sources from four grants (UASI FY 2020- FY 2022; RCPGP FY 2020 - 2021; STC FY 2019 2020; and TVTP FY 2021-22). The proposed budget is 11.49% more than last year due to an increase of grant funding.

(f) Management Team Tracking Tool and Future Agenda Items (attached as Appendix F)

Attached as Appendix F is the Management Team Tracking Tool. Members may submit future agenda items to the General Manager.