



Approval Authority Meeting

Thursday, June 11, 2020

10:00 A.M.

Location

Zoom Meeting

<https://zoom.us/j/98584270122>

Meeting ID: 985 8427 0122

1(888) 788-0099 Audio Only

Please Note: Public comment is also available via phone by calling 1 (888) 788-0099 - Access Code 977 1386 2969 #. When you are connected, press # to continue and you will be added to the queue to speak. You will be lined up in the system in the order you dialed. All callers will remain on mute until your line is opened by the host.

Agenda

1. CALL TO ORDER

ROLL CALL

UASI Chair	Mary Ellen Carroll, City and County of San Francisco
UASI Vice-Chair	Rich Lucia, County of Alameda
Member	Michael Cochrane, City and County of San Francisco
Member	Jessica Feil, City of Oakland
Member	Raymond Riordan, City of San Jose
Member	Dana Reed, County of Santa Clara
Member	Mike Casten, County of Contra Costa
Member	Bob Doyle, County of Marin
Member	Gerry Malais, County of Monterey
Member	Mark Robbins, County of San Mateo
Member	Christopher Godley, County of Sonoma
General Manager	Craig Dziedzic

2. APPROVAL OF THE MINUTES (Discussion, Possible Action)

Discussion and possible action to approve the draft minutes from the March 12, 2020 regular meeting or take any other action related to the matter.

(Document for this item includes draft minutes from March 12, 2020.) 5 mins

3. GENERAL MANAGER'S REPORT (Discussion, Possible Action)

General Manager Craig Dziedzic will present his report:

- a. FY2020 UASI Grant Update
- b. FY 2019-2020 Bay Area UASI Annual Report (Discussion) (Appendix A)
- c. Management Team Organization Chart (Action) (Appendix B)
- d. Annual Work Plans (Action) (Appendix C)
- e. FY 2020-2021 Management Team Budget (Action) (Appendix D)
- f. Management Team Tracking Tool & Future Agenda Items (Discussion) (Appendix E)

(Documents for this item are a report and five appendices from Craig Dziedzic.) 10 mins

4. REGIONAL WORKGROUP ANNUAL PLANS (Discussion, Possible Action)

Regional Program Manager Janell Myhre will present the Regional Workgroup Annual Plans.

(Documents for this item are a report and 8 appendices from Janell Myhre.) 5 mins

5. REGIONAL PROJECT UPDATE (Discussion, Possible Action)

Regional Program Manager Janell Myhre will provide an update on regional projects.

(Document for this item is a report from Janell Myhre.) 5 mins

6. RISK MANAGEMENT PROGRAM UPDATE (Discussion, Possible Action)

Regional Program Manager Janell Myhre will provide an update on the Risk Management Program.

(Documents for this item are a report and an appendix from Janell Myhre.) 5 mins

7. FY21 PROJECT PROPOSAL GUIDANCE (Action)

Regional Grants Manager Mary Landers will present the FY21 Bay Area UASI Project Proposal Guidance for approval.

(Documents for this item are a report and an appendix from Mary Landers.) 5 mins

8. TRAINING AND EXERCISE PROGRAM UPDATE (Discussion, Possible Action)

Regional Project Manager Corinne Bartshire, Jim Bailey of SenseMakers LLC and SF Card Liaison Phyllis Onstad will present the Training and Exercise Program Update.

(Documents for this item are a report and two appendices from Corinne Bartshire.) 5 mins

9. REALLOCATION OF GRANT FUNDS & FY19 SPENDING REPORT

(Discussion, Possible Action)

Chief Financial Officer Tristan Levardo will present Bay Area UASI Grant Reallocations and FY19 Spending Report.

(Documents for this item are a report and an appendix from Tristan Levardo.) 5 mins

10. NCRIC BRIEFING (Discussion, Possible Action)

NCRIC Executive Director Mike Sena will provide a briefing.

(Document for this item is a report from Mike Sena.) 5 mins

11. ANNOUNCEMENTS - GOOD OF THE ORDER

12. GENERAL PUBLIC COMMENT

Members of the public may address the Approval Authority for up to three minutes on items within the jurisdiction of the Bay Area UASI Approval Authority.

13. ADJOURNMENT

If any materials related to an item on this agenda have been distributed to the Approval Authority members after distribution of the agenda packet, those materials are available for public inspection at the Bay Area UASI Management Office located at 711 Van Ness Avenue, Suite 420, San Francisco, CA, 94102 during normal office hours: 8:00 a.m. - 5:00 p.m.

Public Participation:

It is the policy of the Approval Authority to encourage and permit public participation and comment on matters within the Approval Authority's jurisdiction, as follows.

- *Public Comment on Agenda Items.* The Approval Authority will take public comment on each item on the agenda. The Approval Authority will take public comment on an action item before the Approval Authority takes any action on that item. Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item. For each agenda item, each member of the public may address the Approval Authority once, for up to three minutes. The Chair may limit the public comment on an agenda item to less than three minutes per speaker, based on the nature of the agenda item, the number of anticipated speakers for that item, and the number and anticipated duration of other agenda items.
- *General Public Comment.* The Approval Authority shall include general public comment as an agenda item at each meeting of the Approval Authority. During general public comment, each member of the public may address the Approval Authority on matters within the Approval Authority's jurisdiction. Issues discussed during general public comment must not appear elsewhere on the agenda for that meeting. Each member of the public may address the Approval Authority once during general public comment, for up to three minutes. The Chair may limit the total general public comment to 30 minutes and may limit the time allocated to each speaker depending on the number of speakers during general public comment and the number and anticipated duration of agenda items.
- *Speaker Identification.* Individuals making public comment may be requested, but not required, to identify themselves and whom they represent.
- *Designated Public Comment Area.* Members of the public wishing to address the Approval Authority must speak from the public comment area.
- *Comment, Not Debate.* During public comment, speakers shall address their remarks to the Approval Authority as a whole and not to individual Approval Authority representatives, the General Manager or Management Team members, or the audience. Approval Authority Representatives and other persons are not required to respond to questions from a speaker. Approval Authority Representatives shall not enter into debate or discussion with speakers during public comment, although Approval Authority

Representatives may question speakers to obtain clarification. Approval Authority Representatives may ask the General Manager to investigate an issue raised during public comment and later report to the Approval Authority. The lack of a response by the Approval Authority to public comment does not necessarily constitute agreement with or support of comments made during public comment.

- *Speaker Conduct.* The Approval Authority will not tolerate disruptive conduct by individuals making public comment. Speakers who use profanity or engage in yelling, screaming, or other disruptive behavior will be directed to cease that conduct and may be asked to leave the meeting room.

Disability Access

The Bay Area UASI Approval Authority will hold its meeting at the James Burton Federal Building, Northern California Regional Intelligence Center, 2nd Floor, California Conference Room, located at 450 Golden Gate Avenue, San Francisco, CA 94102. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the UASI Administrative Assistant, at least 24 hours prior to the meeting, at (415) 353-5223.



**Bay Area UASI Program
Approval Authority Meeting**
Thursday, March 12, 2020
10:00 A.M.

Location

Alameda County Sheriff's Office OES
4985 Broder Blvd., Dublin, CA 94568
OES Assembly Room

**REGULAR MEETING MINUTES
DRAFT**

1. ROLL CALL

Approval Authority Vice Chair Richard Lucia called the meeting to order at 10:00 AM and Chief Financial Officer Tristan Levardo subsequently took the roll. Chair Mary Ellen Carroll was absent with no alternate. Vice-Chair Lucia was present. Members Michael Cochrane, Robert Lipp, Raymond Riordan, and Gerry Malais were present. Members Mike Casten, Bob Doyle, and Mark Robbins were absent, but their alternates, Thomas Chalk, Rick Navarro, and Scott Kirkpatrick were present. Members Dana Reed and Christopher Godley were absent without alternates.

2. APPROVAL OF THE MINUTES

Motion: Approve the minutes from the January 9, 2020 Approval Authority meeting.

Moved: Member Malais **Seconded:** Member Cochrane

Vote: The motion was passed unanimously.

Vice Chair Lucia asked for any comments or questions concerning the minutes from the January 9, 2020 meeting.

There were no comments.

3. GENERAL MANAGER'S REPORT

(a) FY20 Notice of Funding Opportunity Update

Chief Financial Officer Tristan Levardo presented the General Manager's Report on behalf of General Manager Craig Dziedzic. Mr. Levardo stated that the Department of Homeland Security released the NOFO for the FY2020 Homeland Security Grant Program (HSGP). He noted that unlike previous NOFOs, instead of a fixed amount, the allocations under the UASI program were

presented in range format. The lower amount is guaranteed, and the higher end amount is subject to the jurisdiction addressing the following four national priorities:

1. Enhancing cybersecurity (including election security) - 5% of allocation
2. Protection of soft targets/crowded places (including election security) - 5% of allocation
3. Enhancing info/intel sharing and cooperation (fusion center) - 5% of allocation
4. Emergent threats (unmanned aerial systems. CBNRE) - 5 % of allocation.

Mr. Levardo stated that the Bay Area UASI received an allocation range of \$30,000,000 - \$37,500,000 which is a significant increase from last year's award (\$27.5 million). He also noted that failure to address the national priorities would result in the Bay Area UASI receiving a reduced award. All submitted proposals addressing the national priorities will be competitively evaluated based upon DHS/FEMA's criteria of effectiveness.

Mr. Levardo noted that the NOFO strongly encourages applicants to apply for funding at least 15% over the high end of the target allocation range as ineffective applications will not be funded. Pursuant to the direction of the NOFO, the Bay Area UASI intends to submit an application amounting to 20% over \$37.5 million (i.e., \$45 million).

(b) Securing the Cities (STC) Grant Update

Mr. Levardo notified the board that the Countering Weapons of Mass Destruction (CWMD) office, which oversees the STC grant program, has selected the Bay Area UASI for a prescriptive grant with a 10-year performance period. The first year, the \$2 million award is designed to build out an organizational structure covering the 48 counties of Northern California and also Washoe County, Nevada. He noted that on March 5th, the Bay Area UASI met with CWMD officials to discuss strategy, best practices, and to receive the official award letter.

(c) Management Team Update

Mr. Levardo notified the board that Scott Kaplan has been hired as a full time contracts specialist for the Management Team.

(d) UASI Minute Format

Mr. Levardo addressed a board member's comments from the January 9, 2020 Approval Authority meeting regarding the level of detail provided in the minutes. Mr. Levardo stated that the General Manager requested legal opinions from both the UASI lawyer and the San Francisco City Attorney's Office on the current format of the Approval Authority minutes. Mr. Levardo noted that the current format was previously approved by the Approval Authority at the April 12, 2012 meeting. Based on reviews both lawyers, the format, described as "action minutes", used for the Approval Authority are compliant with the Brown Act.

(e) Management Team Tracking Tool and Future Agenda Items

There were no additions to the tracking tool.

A member of the public made a comment with multiple areas of concern regarding the minutes.

Member Malais commented he understands the legal standard of the meeting minutes has been met. However, he requested more details be placed within the minutes to reflect the discussion between the members and the public.

4. FY 2020 NATIONAL PRIORITY PROJECTS

Regional Grants Manager Mary Landers presented the FY2020 National Priority Projects on behalf of Janell Myhre for board approval. Ms. Landers noted that in order to apply for the upper range of the grant award, the UASI FY 2020 NOFO requires funding four national priority initiatives – each one to be funded at 5% for a total of 20%. Ms. Landers stated that failure to fund the four national priorities will result in a recipient receiving a reduced grant award.

Motion: Approval of \$11.7 million for regional projects supporting the four National Priorities pursuant to the UASI FY 2020 Notice of Opportunity Funding (NOFO).

Moved: Member Malais **Seconded:** Member Riordan

Vote: The motion was passed unanimously.

Vice Chair Lucia asked a clarifying question about the amount of the 20% included the full grant award. Chief Financial Officer Tristan Levarado clarified Vice Chair Lucia’s question that FEMA has discretion to adjust the funding at each level. Vice Chair Lucia also asked if the election security project will apply to the entire region. Ms. Landers answered in the affirmative. Vice Chair Lucia asked for more information on the PSAP project. NCRIC Director Mike Sena offered further information on the presented PSAP project. He noted that the project would be to improve the coordination of threat data regionally.

A member of the public had a comment concerning the issues presented today.

5. FY 2020 HUB PROJECTS

Regional Grants Manager Mary Landers presented the FY 2020 UASI Hub projects. She advised that in January 2020, the four planning hubs met to select projects from among those submitted by Bay Area UASI stakeholders. Members from each planning hub reviewed and ranked the proposed projects in prioritized order, creating a list separated by “above the line” as well as “below the line” projects. Ms. Landers noted that the amounts allocated for each hub reflect the FY 20 Risk Allocation percentage as approved by the Approval Authority at the November 2019 meeting

Motion: Approve the funding amounts as recommended by the Management Team.

Moved: Member Chalk **Seconded:** Member Kirkpatrick

Vote: The motion was passed unanimously.

A member of the public had a comment on the FY2020 Hub Project process.

6. FY 2020 UASI GRANT ALLOCATIONS

Chief Financial Officer Tristan Levardo presented the FY 2020 UASI grant allocations for approval. Mr. Levardo stated that on February 14, 2020, the Department of Homeland Security released its FY20 Homeland Security Grant Program Notice of Funding Opportunity, which includes the FY20 UASI grant award for the Bay Area. The Bay Area UASI federal grant allocation for FY20 includes a range of \$30M - \$37.5M with an option to submit an application amounting to \$45M subject to the National Priorities requirements. Mr. Levardo noted that the projects geared towards those National Priorities will have to go through an evaluation process. He also indicated that the State of California has not provided information on the amount of funding they will retain from the overall award amount.

Motion: Approve the proposed FY20 Bay Area UASI grant allocations.

Moved: Member Kirkpatrick **Seconded:** Member Cochrane

Vote: The motion was passed unanimously.

A member of the public made a comment about transparency in grant process.

7. TRAINING AND EXERCISE PROGRAM UPDATE

Jim Bailey of SenseMakers LLC, Project Manager Wendy Suhr, and SF Card Liaison Phyllis Onstad presented an update on the Training and Exercise Program. The group explained that the new program is underway and a kickoff meeting was held for stakeholders on February 20, 2020.

A member of the public made a comment regarding the closed meeting processes of the Bay Area UASI.

A member of the public posed two questions to the board. Will the March meeting be open to community organizations? He also asked questions about what county agencies participated in the Golden Eagle exercise, and what participation looks like.

8. 2019 REGIONAL EXERCISE AFTER ACTION REPORTS

Regional Project Manager Wendy Suhr presented After Action Reports for the Regional Coordination Exercise (now called Golden Eagle) and the Paratransit Tabletop. Ms. Suhr noted that information gleaned from these two After-Action Reports (AARs) provided the foundation for critical transportation activities taking place during 2020.

Regional Project Manager Mikyung Kim-Molina presented a recap of the Public Information and Alert & Warning Exercise series and an overview of the After Action information from these two functional exercises. She noted that the Bay Area UASI conducted an exercise series that included two functional exercises, design and development of NOAA weather radio full scale exercise templates, and creation of exercise related toolkits.

Member Malais asked about the future of the Training & Exercise program in light of the current stay at home orders. Ms. Suhr said they were looking into it and will adjust accordingly as more information becomes available.

A member of the public asked a question about participation numbers in the Regional Coordination Exercise.

A member of the public commented on the UASI Logo.

9. 2020 MASS NOTIFICATION CONFERENCE UPDATE

Regional Project Manager Mikyung Kim-Molina informed the Board that the 2020 Mass Notification Conference is scheduled to be held on May 12-13, 2020 at the UCSF Mission Bay Conference Center. She stated that the conference may need to be postponed due to the current pandemic.

10. FY 2018 GROCERY SUPPLY CHAIN RESILIENCE PROJECT CLOSE OUT

Regional Project Manager Wendy Suhr presented highlights and recommendations from the FY18 Grocery Supply Chain Project on behalf of Amy Ramirez. She explained that the Bay Area UASI worked with supply chain subject matter expert Phil Palin to conduct analysis on the primary grocery suppliers serving Sonoma, San Francisco, Alameda, and Santa Clara counties.

11. FY 2019 REGIONAL CATASTROPHIC PREPAREDNESS GRANT PROGRAM (RCPGP) COMMODITY POINTS OF DISTRIBUTION (C-POD) PROJECT KICK OFF

Regional Project Manager Wendy Suhr presented an overview of the RCPGP-funded C-POD project on behalf of Amy Ramirez. She stated that the Bay Area UASI was awarded \$1,406,550 in RCPGP grant funds to conduct C-POD and other logistics and supply chain planning with a performance period ending in September 2022.

Member Malais wanted to know how this was different from the project undertaken in 2015. He wanted to know whether the criteria from FEMA had changed. Wendy Suhr answered that this was an addition to the project undertaken in 2015.

12. NCRIC SPECIAL EVENTS/SARS BRIEFING

Jim Paterson, Supervisory Lead Intelligence Analyst, Northern California Regional Intelligence Center (NCRIC) Risk Management Unit, provided a Special Events/SARS briefing. He provided insight into risk scores at soft targets and large public gatherings.

Michael Cochrane and Mike Sena thanked Jim Paterson on his hard work over his career as he announced his retirement.

13. BAY AREA UASI TRAVEL EXPENDITURES

Chief Financial Officer Tristan Levardo presented the Bay Area UASI Travel Expenditures for the period of July 1, 2019 to December 31, 2019.

14. ANNOUNCEMENTS- GOOD OF THE ORDER

None.

15. GENERAL PUBLIC COMMENT

A member of the public made a comment.

16. ADJOURNMENT

The meeting adjourned at 11:58 AM.



To: Bay Area UASI Approval Authority

From: Craig Dziedzic, General Manager

Date: June 11, 2020

Re: Item 03: General Manager's Report

Staff Recommendation:

Staff recommends approving the Management Team Organization Chart, Annual Work Plans, and FY 2020-2021 Management Team Proposed Budget.

Action or Discussion Items:

- (a) FY 2020 UASI Grant Update (Discussion)
- (b) FY 2019-2020 Bay Area UASI Annual Report (Discussion) (Appendix A)
- (c) Management Team Organization Chart (Action) (Appendix B)
- (d) Annual Work Plans (Action) (Appendix C)
- (e) FY 2020-2021 Management Team Budget (Action) (Appendix D)
- (f) Management Team Tracking Tool and Future Agenda Items (Discussion) (Appendix E)

Discussion/Description:

(a) FY 2020 UASI Grant Update (Discussion)

On April 10, 2019, the Department of Homeland Security (DHS) issued Information Bulletin (IB) 447, which modified the FY 2020 Notice of Funding Opportunity (NOFO) by announcing final UASI awards. Under IB 447, the Bay Area UASI received a final award of \$37.5 million, which is \$10 million more than last year. The NOFO required the funding of four National Priority Projects addressing the areas of Cybersecurity, Soft Targets, Intelligence/information Sharing, and Emerging Threats) – each project to be funded at least 5% of the total allocation for a total of 20%. Also, Cal OES informed the California UASIs that it would again use 17.3% as the retention percentage- the same percentage as last year. Therefore, the net balance of the Bay Area's award is \$31,012,500 which is \$7,840,000 more than last year

	FY19	FY20
UASI Grant Award	\$27,500,000	\$37,500,000
State Retention @17.3%	(\$4,757,500)	(\$6,487,500)
Leftover Funds from FY17	\$430,000	
Total Local Funds Available	\$23,172,500	\$31,012,500

Major City Allocation	\$3,000,000	\$3,000,000
National Priorities		\$6,202,500
Regional Projects	\$11,220,539	\$11,694,539
Management Team	\$3,308,480	\$3,721,980
Hub Projects	\$5,643,481	\$6,393,481
TOTAL	\$23,172,500	\$31,012,500

Annual Report, Organization Chart, Annual Work Plans and Proposed Budget: Appendices (a) - (d)

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 2020/21 UASI Proposed Budget, are presented for approval. The 2019-2020 Bay Area UASI Annual Report is submitted for review.

(b) 2019-2020 Bay Area UASI Annual Report (attached as Appendix A)

Highlights of our accomplishments include the following;

- (1) Increased regional coordination/collaboration of UASI toolkits during Covid-19 pandemic;
- (2) Increased regional funding – Secure the Cities (STC) grant and Regional Catastrophic Preparedness Grant program RCPGP;

(3) Reorganization of our Training/Exercise program to increase whole community preparedness.

(c) Management Team Organization Chart (attached as Appendix B)

The Management Team Organization Chart is divided into three components based upon functionality (i.e., project planning, grants management, and administration). Management personnel details include: (a) job classification/title; (b) program assignment; and (c) salary.

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

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

- Goal 1 – Enhance Info and Intelligence Sharing
- Goal 2 – Enhance the Protection of Soft Targets
- Goal 3 – Enhance Cybersecurity
- Goal 4 – Address Emergent Threats
- Goal 5 – Enhance Medical and Public Health Preparedness
- Goal 6 – Strengthen Emergency Communications Capabilities
- Goal 7 – Enhance Community Resilience
- Goal 8 – Enhance Information and Sharing Collaboration
- Goal 9 – Enhance All Hazards Incident Planning, Response & Recovery Capabilities
- Goal 10 – Protect Critical Infrastructure and Key Resources

(e) FY 20-21 Proposed Budget (attached as Appendix D)

The FY2020/21 UASI Management Team proposed budget amounts to \$4,704,258, which is comprised of revenue sources from three grants (UASI FY2017- FY2020; RCPGP FY 2019; STC FY 2019). The proposed budget is 45.48% more than last year due to an increase in grant funding.

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

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



Bay Area UASI Annual Report FY 2019-2020





Mission

The Bay Area Urban Areas Security Initiative is a regional organization charged with managing the application for, and distribution of, homeland security grant funding. These funds assist our high-threat, high-density region in its mission to build, sustain, and deliver the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and catastrophic events.

Approach

Annually, the region's subject matter experts meet to review all projects submitted for funding. Consistent with the DHS National Priority areas, gaps identified in the Bay Area Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR), and the state homeland security goals, projects are prioritized.

Regional Work Groups

The UASI's multi-disciplinary work groups are comprised of local, state, and federal subject matter experts working to achieve the National Preparedness Goal. Designed to enhance public safety and security throughout the Bay Area, these work groups conduct risk and capability assessments, support policy development and implementation, and share best practices across the region.



General Manager's Letter



As we are all busy responding to and recovering from the overwhelming Covid-19 pandemic, the Bay Area UASI continues advancing our region's goals and objectives, pursuing grant funding opportunities, and enhancing capabilities. This 2019-2020 Annual Report highlights our efforts to improve homeland security capabilities throughout the region.

In the past year, the Bay Area was fortunate to see both an increase in UASI grant funding and the addition of two new grants- the Regional Catastrophic Preparedness Grant Program (RCPGP) and the Securing the Cities (STC) Program.

The Bay Area UASI received a \$10 million increase, from \$27.5 million in FY 19 to 37.5 million in FY 20. Included in the FY20 grant guidelines, FEMA imposed a new requirement to equally allocate 20% of the grant award to address four National Priority Projects: Cybersecurity, Protecting Soft Targets, Emergent Threats, and Intelligence and Information Sharing.

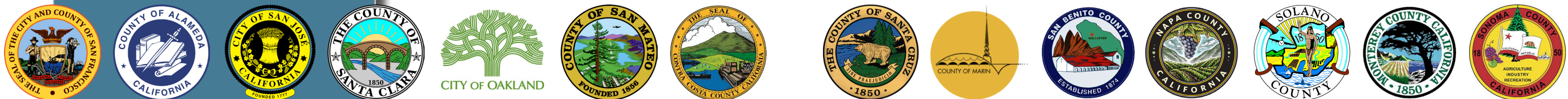
In 2019, the competitive RCPGP program for the top 100 Metropolitan Statistical Areas in the U.S. was again revived after 8 years. As a result of our region's previous planning efforts, our application sought funding for the development of 70 additional Commodity Points of Distribution site plans and was awarded \$1.4 million dollars.

In March 2020, we became one of six recipients of the Securing the Cities (STC) grant. The \$2 million dollars awarded by the Countering Weapons of Mass Destruction (CWMD) office is designed to reduce the risk of a successful deployment of a radiological or nuclear weapon. In the first year of the grant, we are currently organizing the operational structure for the program area, covering 48 Northern California counties and Washoe County in Nevada.

The Management Team continues striving to provide jurisdictions with excellent service in the management of grant funds. The fiscal staff works closely with sub-recipient jurisdictions to ensure that they remain in compliance with grant requirements; our organization's most recent single audit had no findings.

As the region continues responding to and recovering from the scourge of the Covid-19 pandemic, we wish to thank our first responders and emergency management community who are fighting this epidemic on a daily basis.

Sincerely,
Craig Dziedzic



Enhancing Mass Notification Capabilities



Bay Area Joint Information System

Since 2014, the Bay Area UASI has invested in a regional Joint Information System (JIS) to improve crisis communication capabilities. The Bay Area JIS members meet regularly to share messaging techniques, develop communication materials, and ensure the coordinated, timely, and accurate delivery of critical messages to the public.

The Covid-19 outbreak demonstrated the value of the Bay Area JIS. The essential functions, as defined in the JIS Framework and previously tested in regional exercises, have proven invaluable such as the role of local liaisons.

Dedicated Public Information Officers (PIOs) are coaching and sharing easily revisable content with smaller jurisdictions. Since March 2020, the Bay Area JIS has been conducting daily check-in calls to share information and coordinate resources for public messaging across the Bay Area.

The Bay Area JIS continues to focus on the following efforts:

- **Developing Recovery Communications.**
- **Sustaining administrative functions through the Bay Area JIS Leadership Committee.**
- **Integrating new members**



Alert and Warning

During an emergency event, effective communication with the public is invaluable. To determine challenges and examine possible resources, the Bay Area successfully played host to the second annual Mass Notification Seminar in May 2019.

In attendance were almost 200 representatives from across the Bay Area as well as New York City, Philadelphia, Washington, D.C., colleges and universities, and state and federal government agencies.

The Seminar's 2 day objectives included:

- **Sharing mass notification lessons learned from disasters that occurred in all parts of the US.**
- **Creating a deeper understanding of communications infrastructure and capabilities related to mass notification.**
- **Developing policies and regulations related to mass notification.**
- **Identifying best practices for designing and sending effective alert messages to reach the broadest possible audience.**

Word of the seminar was so positive that #BAMNS19 was trending on Twitter. Unfortunately, the 2020 Mass Notification Seminar was postponed due to the COVID-19 pandemic.

Enhancing Catastrophic Incident Management Capabilities

Regional Catastrophic Grant Preparedness Program

In the wake of Hurricane Katrina, the RCPGP was created to build regional capacity for a catastrophic incident. During a five year period, the Bay Area UASI was awarded over \$14 million dollars and successfully created a number of regional plans including debris management, mass evacuation, mass fatality, and mass care and sheltering.

After the grant program ended, UASI continued funding community resilience projects such as the regional Commodity Points of Distribution (C-POD) project. In 2019, when the competitive RCPGP program was again revived, the Bay Area UASI was awarded \$1.4 million dollars to continue developing C-POD capabilities.

Recently, Bay Area jurisdictions utilized capabilities developed through the C-POD project to conduct drive-through testing and food distribution during the Covid-19 outbreak.

In the next three years, the Emergency Management Work Group will continue building the following capabilities:

- **Developing 70 additional C-POD site plans.**
- **Creating 14+ MOUs for C-POD site operations.**
- **Conducting C-POD and EOC Logistics training for the region.**
- **Designing and conducting C-POD exercises to test capabilities.**
- **Providing resource request data to Cal OES and FEMA to assist with support efforts.**



Supporting an Expanded Training & Exercise Program



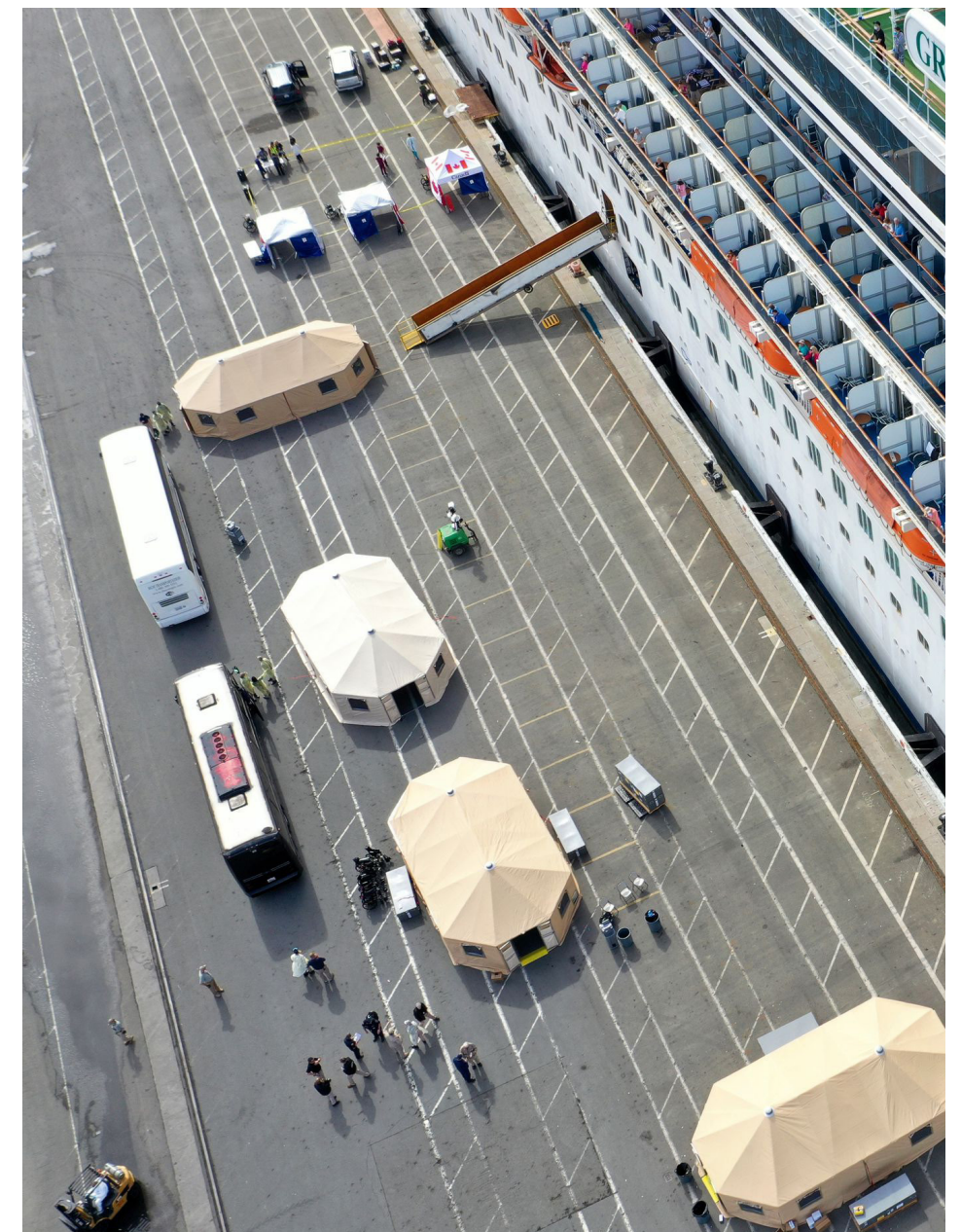
Bay Area Regional Training & Exercise Program

The Bay Area UASI's recently expanded Training & Exercise Program (TEP) combines traditional first responder training and exercise elements with new and exciting initiatives like community preparedness – designed to include our Whole Community partners.

Led by the UASI Management Team and supported by SenseMakers, LLC., the addition of the San Francisco Community Agencies Responding to Disaster (SFCARD) ensures broad involvement by our community preparedness partners (e.g. Collaborating Agencies' Disaster Relief Effort (CADRE), Alameda Volunteer Agencies Active in Disaster (VOAD), Center for Volunteer Nonprofit Leadership (CVNL), and others).

SFCARD leads monthly meetings to discuss training and exercise needs, share information about Bay Area TEP activities, provides a platform for ongoing stakeholder feedback and acts as the liaison to the Training and Exercise Work Group. This process provides for the broadest possible participation by first responders and the whole community.

During the COVID-19 pandemic, any training classes conducted have been virtual. The Training and Exercise Work Group has prepared a three-year Integrated Preparedness Plan and is poised to resume in person classes as allowed by public health orders. Planning for the regional "Golden Eagle" exercise will continue in 2021.



Information Sharing Program Supporting the Region



Northern California Regional Intelligence Center (NCRIC)

The Northern California Regional Intelligence Center (NCRIC) connects our regional partners to each other and the nation through training, technology, and the active participation of more than 14,000 members. Their mission is to protect life, critical infrastructure, key resources, privacy, civil rights, and civil liberties through information sharing, analysis, criminal intelligence and technology.

This year, the NCRIC increased capabilities in Digital Forensics, Public Outreach, Analyses, and Cybersecurity:

- **Reviewed digital data stored on computers and other portable electronic devices to arrest and convict those engaging in criminal acts. Increased the number of cases reviewed from 630 to 1051.**
- **Developed and presented quarterly webinars to the private sector across the National Network of Fusion Centers (NNFC). Increased regional participation from 1264 to 1567.**
- **Increased Suspicious Activity Reports (SARs) analysis by 30%, from 929 to 1217.**
- **Supported increased cyber reporting and analysis SARs from 52 to 77. Doubled Cyber presentations in the Bay Area from 20 to 41.**

Building Cybersecurity in the Bay Area

Cybersecurity Work Group

Working collaboratively with the NCRIC, the Cybersecurity Work Group coordinates with Chief Information Officers, Chief Technology Officers, Chief Information Security Officers, and Information Systems Managers from each of the UASI jurisdictions to build regional capabilities in the detection of malicious cyber activity. By sharing best practices to increase cyber resilience and conducting technical counter-measures against existing and emerging cyber-based threats, victims of cyberattacks can more quickly recover.

Projects planned for the coming year include:

- **Develop a cyber "navigator" program to increase regional elections security.**
- **Develop guidance for hardening elections networks, databases, and servers against interference.**
- **Conduct training for elections staff, including: webinars and trainings on common vulnerabilities such as phishing attacks.**
- **Prepare and disseminate easily updateable state and federal partner contact information to all elections officials.**



Addressing Radiological/Nuclear Threats



Securing the Cities (STC) Program

To continue ongoing efforts to detect and protect against radiological and nuclear (R/N) threats and the potentially malicious use of these R/N materials, the Securing the Cities pilot program was first developed in New York. Subsequently, this successful program received funding to expand into other US cities.

Recognizing the same risks in Northern California, the Bay Area UASI formed the Preventive Rad/Nuc Detection (PRND) working group for the 12 Bay Area Counties. This working group successfully developed a Concept of Operations, a regional strategy, and created lists of standardized equipment. In 2019, the Bay Area received the first year of STC funding in the amount of \$2 million dollars with the anticipation of additional funding over the next 9 years. New grant requirements, however, increased the Area of Responsibility (AOR) of this grant from the 12 Bay Area Counties to 48 Counties in Northern California as well as Washoe County in Nevada.



In year one of the grant, the Bay Area UASI Management Team, in conjunction with principal partner agencies from around the region, will coordinate with the PRND Working Group, the CWMD Office and FBI Stabilization Team 5, to meet the following goals:



- **Conduct a webinar to introduce the program to all members.**
- **Expand the regional Strategic Plan to include all 48 CA counties and Washoe County.**
- **Draft Committee Charters.**
- **Create Regional Implementation and Operations Plans.**
- **Develop a Multi Year Training & Exercise Plan in conjunction with the Bay Area TEP.**



UASI Governance and Finance

Approval Authority

An eleven-member Approval Authority directs the Bay Area UASI through a multi-year master agreement. This Brown-Acted body includes representation from each of the three major cities (San Francisco, Oakland, and San José) and the twelve counties located within the Bay Area UASI footprint. This group provides policy direction and is responsible for final decisions regarding projects and funding.

Management Team

Under the direction of the General Manager, the Bay Area UASI Management Team administers grant funds and implements the policies of the Approval Authority. The Team is comprised of program managers and grant specialists and serves as the liaison between the City and County of San Francisco (the Bay Area UASI fiscal agent), the Department of Homeland Security, the State of California, and local government grant sub-recipients.

Approval Authority Members

Mary Ellen Carroll (Chair)
Executive Director
City & County of San Francisco
Dept. of Emergency Management

Richard T. Lucia (Vice Chair)
Undersheriff
Alameda County Sheriff's Office

Mark Robbins
Undersheriff
San Mateo County Sheriff's Office

Raymond Riordan
Director Office of Emergency Mgmt.
City of San José

Mike Casten
Undersheriff
Contra Costa County Sheriff's Office

Gerry Malais
Emergency Services Manager
Monterey County
Office of Emergency Services
Represents Santa Cruz & San Benito

Robert Doyle
Sheriff
Marin County Sheriff's Office

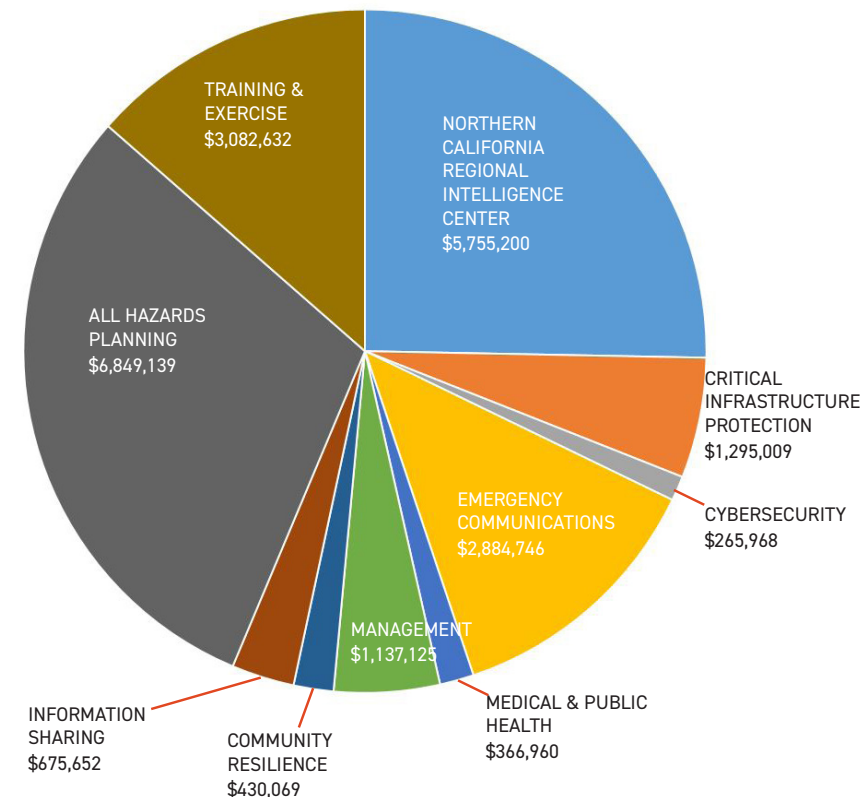
Jessica Feil
Emergency Services Manager
Oakland Fire Department Office of
Emergency Services

Michael Cochran
Deputy Chief of Administration
San Francisco Fire Department

Dana Reed
Director
Santa Clara County Office of
Emergency Services

Christopher Godley
Emergency Manager
Sonoma County
Office of Emergency Services
Represents Napa & Solano

UASI Fiscal FY18 Allocations





UASI Management Team
FY20-21 Organization Chart

Craig Dziedzic
General Manager

Vacant
0932
T&E Reg Program Mgr

Vacant
0932
STC Program Mgr

Janell Myhre
0932
UASI Reg Program Mgr

Tristan Levarado
0932
Chief Finance Officer

Corinne Bartshire
0931
T&E Reg Project Mgr

Vacant
0931
CBRNE Reg Project Mgr

Amy Ramirez
0931
Risk Management
Reg Project Mgr

Mary Landers
0931
Grants Manager

Scott Kaplan
1828
UASI Contracts Specialist

Analyn Tam
1824
Grants Accountant

Vacant
0931
Catastrophic Planning
Reg Project Mgr

Mikyung Kim- Molina
0931
Info Sharing & Technologies
Reg Project Mgr

Ethan Baker
8602
Webgrants
Administrator

Vacant
8601
T&E Admin Assistant

Vacant
1823
T&E Admin Analyst

Yoshimi Saito
1823
Grants Specialist

Corey Reynolds
BayRICS
Interoperable
Communications

Llyod Shand
8601
Admin Assistant

Vacant
8601
STC Admin Assistant

Vacant
1823
STC Financial Analyst

Rick Cheney
1823
Grants Specialist

Grants
Management

Interoperability

		<ul style="list-style-type: none"> • Provide clarity to staff on roles, responsibilities, and expectations • Supervise, train, assign, and evaluate the activities of division personnel • Monitor programmatic and financial management activities, and identify and analyze opportunities for implementing efficiencies and improvements • Select, direct and manage a Management Team to support the Approval Authority and the BAUASI region's initiatives and projects. • Communicate regularly with executive-level management regarding the organization's activities and coordinate and/or represent the organization before legislative boards or committees on a regular or as needed basis. • Chair the Coalition of California UASIs (CCUs) meetings to discuss and implement statewide best practices and preparedness goals/strategies. • Chair the STC Principal Partners Meetings to adopt required STC required policies/documents: Implementation Strategy, MOUs, CONOPS, PRND Strategy, and other ad hoc documents. • Serve as a Liaison between Cal OES and the CA UASIs 	<ul style="list-style-type: none"> • Monitor/supervise and/or coach the Regional Program Manager, CFO, Grants Program Manager, the Regional Training/Exercise Program Manager; and the STC Program Manager. • Conduct weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • Consult with the Chair of the Approval Authority to develop agendas for Approval Authority meetings pursuant to the Bylaws of the Master MOU. • Represent the CA UASIs at the quarterly meetings of the CA Homeland Security Advisory Committee. • Develop CCU agendas and conduct quarterly meetings to share best practices among the CCU members. • Attend weekly deputies' meeting at SF Dept. of Emergency Management. • On an as needed basis, meet individual members of the approval authority, SMEs, and other regional, state/federal stakeholders to enhance working relationships <hr/> <ul style="list-style-type: none"> • Form necessary regional working groups to respond to 	<p>17%</p>
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		<ul style="list-style-type: none"> • Enhance the organization’s operating revenue by coordinating and strategizing with federal, state, and local agencies to increase organizational grant funding and/or leverage resource allocations for regional Planning, Organization, Exercise and Trainings • Collaborate with the NCRIC, Cal OES and other state/local agencies and departments to develop, enhance, and implement regional and statewide initiatives involving data sharing (California Common Operating Picture - CalCOP), cyber security, and risk management. 	<p>Notices of Announcements for applicable grants.</p> <ul style="list-style-type: none"> • Form working partnerships with the Coast Guard, Maritime Community, Dept. of Environment, and other federal/state agencies. 	
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Tristan Levardo Chief Financial Officer 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Oversee the financial administration of HLS grants and the financial operations of the Bay Area UASI. • Direct the day-to-day operations of the Grants Management Unit in support of the Bay Area UASI mission and goals. • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. • Attend local/ regional stakeholder meetings to implement best practices and state-wide preparedness goals and initiatives. • Participate in weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • Provide fiscal and accounting support as well as technical assistance to UASI management team, and 	<ul style="list-style-type: none"> • Comply with reporting requirements by submitting on time accurate Financial Workbook, cash requests, program status reports, and budget reports. • Implement funding allocation and program plans in accordance with grant guidelines. • Develop policies and procedures to implement grant management objectives per grant management guidelines. • Create reports for AA including project status reports, travel expense reports, etc. • Oversee activities of Post Audit, Single Audit, and other state and Federal audits. • Oversee monitoring of sub recipient activities in compliance with grant provisions, and generate meaningful monitoring reports. • Issue accurate and timely MOUs and LOAs. 	<p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p> <p>10%</p> <p>15%</p> <p>5%</p>

		<p>regional and local partners.</p> <ul style="list-style-type: none">• Oversee and coordinate the audit of grant accounting transactions including Single Audit, Post Audit and granting agency site reviews.• Oversee monitoring activities of regional and local jurisdictions in compliance with applicable grant guidelines.• Oversee completion of MOUs and LOAs.		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Scott Kaplan Contract Specialist 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Manage, develop, create and amend Memorandums of Understanding (MOU) with sub-recipient jurisdictions and Letters of Agreement (LOA) with San Francisco City Departments for all grant programs. • Develop professional services contracts. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. • Work with project managers to review programmatic requirements of various grants. • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. 	<ul style="list-style-type: none"> • Create MOU boilerplate, Appendix A and Grant Assurance templates for each grant program • Work in collaboration with UASI Program Managers and sub-recipient jurisdictions to obtain necessary information (e.g., project description, deliverables, timelines, contact information, budget amounts, etc.) in order to complete MOUs/LOAs • Generate formal modifications to MOUs/LOAs, as necessary • Serve as liaison to SF City Attorney. • Provide ongoing technical assistance to sub-recipients regarding MOU/LOA requirements and compliance • Maintain and track MOU/LOA status and budget information on the Inventory and Status spreadsheet • Carry out full execution of all MOUs/LOAs • Present updates to CFO and Program Mangers on MOUs/LOAs • Create RFP/RFQ for Professional Services Contracts. • Facilitate and/or participate on Review Panels. Write contracts using the City's 	<p>60%</p> <p>30%</p> <p>10%</p>

			<p>P600 boilerplate and scope of services</p> <ul style="list-style-type: none">• Process contracts with SF Office of Contracts Administration and Human Rights Commission.• Attend meetings of San Francisco Department of Emergency Management, Office of Contracts Administration and Civil Service Commission.	
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Analyn Tam Grants Accountant 8 am – 5 pm San Francisco	Management and Administration	<ul style="list-style-type: none"> Organize the fiscal and accounting requirements of UASI grants in accordance with the Policies and Procedures Manual. 	<ul style="list-style-type: none"> Maintain accurate financial data including the budgets, encumbrances, actual expenses in Financial Accounting Management Information System (FAMIS). 	35%
		<ul style="list-style-type: none"> Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. 	<ul style="list-style-type: none"> Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. 	25%
		<ul style="list-style-type: none"> Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. 	<ul style="list-style-type: none"> Review, analyze and monitor budget and spending of grants and generate budget status and spending reports to the CFO. 	15%
		<ul style="list-style-type: none"> Assign, supervise, and evaluate staff accounting work in compliance with Generally Accepted Accounting Principles and applicable grant provisions. 	<ul style="list-style-type: none"> Assist in overseeing accounting staff to maintain efficient work flow and develop processes for timely reimbursements to sub recipients, cash request and grant reconciliations. 	20%
		<ul style="list-style-type: none"> Ensure that the Bay Area UASI's strategic goals align with a National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. 	<ul style="list-style-type: none"> Prepare financial reports as requested by CFO and UASI Management Team. 	5%
		<ul style="list-style-type: none"> Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. 		

		<ul style="list-style-type: none"> • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants. • Provide initial training for new grants analysts in areas of budget, accounting, purchasing activities, payroll analysis and reconciliation, as well as UASI grants model structure of projects and solution areas and grants administration. • Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits. 		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Rick Cheney Grants Specialist 8 am – 5 pm San Francisco	Management and Administration	<ul style="list-style-type: none"> Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. 	<ul style="list-style-type: none"> Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. 	30%
		<ul style="list-style-type: none"> Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. 	<ul style="list-style-type: none"> Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. 	25%
		<ul style="list-style-type: none"> Ensure that the Bay Area UASI's strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. 	<ul style="list-style-type: none"> Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. 	20%
		<ul style="list-style-type: none"> Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. 	<ul style="list-style-type: none"> Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. 	15%
		<ul style="list-style-type: none"> Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> Assist in conducting onsite monitoring visits to ensure compliance. 	10%

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Yoshimi Saito Grants Specialist 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. • Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. • Ensure that the Bay Area UASI’s strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. • Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. • Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. • Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. • Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. • Assist in conducting onsite monitoring visits to ensure compliance. 	<p>30%</p> <p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p>

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Areas Security Initiative (UASI)
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Janell Myhre</p> <p>Regional Program Manager</p> <p>8:30am – 5:00pm</p>	<p>Goals 3 and 5-9</p>	<p>Work with General Manager to lead the UASI Management Team in building Bay Area public safety and community preparedness capabilities, using a risk based approach aligned with federal guidelines.</p> <p>Organize program activities supporting the mission and goals of the Bay Area UASI. Identify and develop new program areas to support the strategic direction of the organization.</p> <p>Ensure program goals are met in identified areas, including stakeholder satisfaction, program quality and team member performance.</p> <p>Remain current in UASI and other national grant program standards.</p>	<ul style="list-style-type: none"> • Oversee Program Team initiatives and balance organizational workloads to achieve project management and monitoring goals. • Work with CFO to ensure UASI grant fiscal goals and objectives are coordinated with project management activities. • Track program measures and metrics supporting project development to close gaps identified in Bay Area THIRA/SPR. • Coordinate timely, relevant presentations to ensure the UASI Approval Authority is informed of program expenditures and the related impact on Bay Area public safety and community preparedness capabilities. • Coordinate with other UASI sites in the state and country to engage in national information sharing on current program and project development and standards. 	<p>70%</p>

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		Implement best practices to strengthen regional relationships in order to coordinate and improve the development and use of UASI programs.	<ul style="list-style-type: none"> • Coordinate Bay Area stakeholder outreach and follow up to support regional program planning and execution. • Ensure UASI program team processes are efficient, accurate and up to date; archive information for future reference. • Track and assess funding sustainability through program toolkit products and the UASI Technical Assistance Program; track and evaluate program effectiveness; revise program based on Bay Area input. • Engage and coordinate with Bay Area regional agencies and organizations, CalOES and Coastal Region, and FEMA Region IX to coordinate and support Bay Area initiatives. 	20%
		Support Bay Area jurisdictions with UASI project management coordination	<ul style="list-style-type: none"> • Provide guidance and support to Program Team in assisting UASI funding sub recipients to complete projects through project monitoring and contractor management. • Attend Bay Area regional meetings and conduct outreach to work directly with Bay Area jurisdictions, as needed. 	10%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020 – 2021**

Staff	UASI Goals	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Amy Ramirez</p> <p>Risk Management & Health/Medical Project Manager</p> <p>SFDEM</p> <p>8:45am – 5:15pm</p>	<p>Goal 10</p> <p>Protect Critical Infrastructure and Key Resources</p>	<p>Manage the Risk Management Program for the Bay Area, including the THIRA & SPR process.</p>	<ul style="list-style-type: none"> • Oversee the THIRA/SPR development process; gather local government input to meet FEMA requirements. • Manage vendor deliverables supporting the THIRA/SPR and the Risk Management Program. • Identify and implement opportunities to refine and update the Risk Management program to incorporate capability assessments and evaluations. • Facilitate and coordinate asset updates and PCII certification. • Provide written status reports and provide oral presentations to General Manager, UASI Approval Authority, and other organizations as requested. Maintain all records associated with project activities. 	<p>50%</p>

	<p>Goal 5 Enhance Public and Medical Health Preparedness</p>	<p>Chair the Regional Medical and Public Health Workgroup meetings and engage stakeholders.</p> <p>Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects.</p>	<ul style="list-style-type: none"> • Liaise with regional medical/public health groups such as Association of Bay Area Health Officials (ABAHO) and Bay Area Mass Prophylaxis Working Group (BAMPWG) to ensure effective regional coordination and collaboration. • Support Mass Fatality initiatives. • Oversee implementation of BAMPWG mass prophylaxis regional exercise project • Ensure assigned jurisdictions are meeting performance milestones and are compliant with grant guidelines 	<p>35%</p> <p>15%</p>
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Mikyung Kim-Molina</p> <p>Communications and Technology Project Manager</p> <p>SF DEM</p> <p>8:45am – 5:15pm</p>	<p>Goal 8 Public Safety Information Sharing</p> <p>Goal 3 Enhance Cybersecurity</p> <p>Goal 2 Enhance the Protection of Soft Targets</p> <p>Goal 4 Address Emergent Threats</p> <p>Goal 6 Strengthen Emergency Communications Capabilities</p>	<p>Project Manager for the Public Safety Information Sharing</p> <p>Project Manager for cyber resilience projects</p> <p>Project Manager for operational communications and public information and warning projects</p>	<ul style="list-style-type: none"> • Public Information and Sharing: Coordinate and support efforts to enhance regional information sharing; Chair the Public Safety Information Sharing Workgroup; providing project oversight and monitoring to ARIES and COPLINK projects. • Cyber Security: Plan and manage the Cybersecurity Framework Planning Project and the Cybersecurity Tiered Training Project as well as other projects to strengthen cyber resilience capabilities, including chairing the Cyber Resilience Workgroup. Manage Cyber Security National Priority Projects. • Operational Communications: Coordinate with BayRICS, the P25 Radio Operators Advisory Group to enhance interoperable communications in the region. Coordinate with BayRICS in managing TICP and FirstNet activities. • Emergency Public Information and Warning: Coordinate and support efforts to enhance regional public information and mass notification capabilities, including chairing the Public Information & Warning Working Group; Manage and oversee the development of the annual Bay Area Mass Notification Seminar. 	<p>5%</p> <p>40%</p> <p>5%</p> <p>40%</p>

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		<p>Provide regional stakeholder coordination; oversee project procurement and monitoring duties</p>	<ul style="list-style-type: none"> • Performs project management duties; coordinates with fiscal team on RFPs and RFQ processes; negotiate vendor deliverables; develop and track project plans. • Represent UASI at meetings with State, Federal, regional, private sector and community-based organizations; prepare reports and presentations for UASI Management Team and Approval Authority, as needed. 	<p>10%</p>



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Vacant</p> <p>Catastrophic Planning Regional Project Manager</p> <p>40 hours week</p>	<p>Goal 7 Enhance Community Resilience</p> <p>Goal 9 Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities</p>	<p>Manage RCPGP Commodity Points of Distribution (C-POD) project and related training and exercise tasks.</p> <p>Manage Emergency Management Work Group.</p>	<ul style="list-style-type: none"> • Implements regional project planning with a focus on large scale catastrophic planning according to FEMA and DHS approved guidelines related to public safety agencies and community preparedness organizations; • Work with the new Regional Training & Exercise Program, FEMA IX, Cal OES and Bay Area OAs to develop long term CPOD planning strategies building upon capabilities developed in the UASI 2015 CPOD project. • Oversee development and delivery of up to 70 CPOD site maps and pre-scripted resource requests. • Establish measures and metrics aligned with the Bay Area THIRA/SPR to track and evaluate CPOD project outcomes. • Support continuing RCPGP grant applications targeting Bay Area capabilities and alignment with FEMA priorities. • Chair the Emergency Management Work Group (EMWG). Coordinate and oversee related subcommittees and sub workgroups to ensure UASI’s regional projects meet local needs. 	<p>70%</p> <p>15%</p>

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
		Project Monitoring	<ul style="list-style-type: none"> <li data-bbox="919 268 1357 562">• Represent Bay Area UASI in meetings related to regional projects, policies, or procedures. Including CalOES Mutual Aid Regional Advisory Committee (MARAC), California Emergency Services Association (CESA), and other stakeholder groups as appropriate. <li data-bbox="919 638 1357 743">• Monitor progress of assigned sub-grantee allocated projects on a quarterly basis. 	15%



**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT</p> <p>Securing the Cities (STC) Program Manager</p>	<p>Goal 2 Enhance Protection of Soft Targets/CBRNE</p> <p>Goal 4 Address Emergent Threats/CBRNE</p> <p>Goal 10 Protect Critical Infrastructure and Key Resources</p>	<p>Manage the Securing the Cities (STC) Program.</p> <ul style="list-style-type: none"> • Establish and oversee the program management office for the STC program. • Oversee and manage vendor contract to execute year one deliverables. • Provide oversight and support the CBRNE Project Manager to leverage and build Bay Area PRND and CBRNE capabilities. • Support years 2-5 application for CWMD STC program support. 	<ul style="list-style-type: none"> • Establish and convene grant required working groups such as STC Principal Partners and operational Sub Committees. • Coordinate with the Office of Countering Weapons of Mass Destruction (CWMD) to ensure all STC grant requirements are implemented. • Oversee completion of the STC Implementation Plans, including: <ul style="list-style-type: none"> ○ ConOps ○ Committees' Charter ○ MYTEP ○ Strategic Plan ○ Data Gathering and Information Sharing ○ Equipment Distribution • Review, recommend, and evaluate regional strategies for the financial and administrative management of the STC Program, including the roles of partnership entities, systems, monitoring, reporting, and performance management. • Develop short-term and long-term strategic plans and goals. Develop and implement policies, goals 	<p>85%</p>

			<p>and objectives, and ensure the enforcement of all applicable laws, ordinances and regulations.</p> <ul style="list-style-type: none"> • Provide input to the Bay Area UASI Chem-Bio National Priority Projects, leveraging information to build the STC Program where possible. • Conduct tracking and evaluation of STC program progress, providing input to the SPR and recommendations for program updates or revisions. • Prepare and present written reports and presentations, represent the organization and provide information to leadership groups as needed. 	15%
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
VACANT Chemical/ Biological/ Radiological/ Nuclear/ Explosive (CBRNE) Project Manager	Goal 2 Enhance Protection of Soft Targets/ CBRNE	Manage the Bay Area UASI Chemical, Biological, Radiological, Nuclear, & Explosive (CBRNE) Program <ul style="list-style-type: none"> • Provide guidance and assistance in finalizing CBRNE projects, records and documents. • Chair CBRNE Workgroup and related committees. 	<ul style="list-style-type: none"> • Coordinate and manage working group meetings; prepare and archive meeting agendas, minutes and follow up documents for CBRNE working group and PRND Committee meetings • Manage CBRNE Program strategic plan, ensuring goals and objectives are aligned with and update SPR targets and outcomes. • Oversee regional Chem-Bio National Priority Projects. • Prepare and provide written reports and presentations, as needed. 	45%
	Goal 4 Address Emergent Threats/ CBRNE			
	Goal 10 Protect Critical Infrastructure and Key Resources	Manage the Bay Area UASI Preventative Radiologic Nuclear Detection (PRND) initiative <ul style="list-style-type: none"> • Support PRND Committees meetings • Support and coordinate Bay Area goals with the Securing the Cities (STC) Program Manager 	<ul style="list-style-type: none"> • Maintain and update PRND policy and operational documents, ensuring planning, training and exercise activities build identified SPR goals. • Coordinate with and provide support to the STC Program Manager; leverage and enhance Bay Area PRND program capabilities. 	40%
		Project Monitoring	Monitor progress of assigned sub-grantee allocated projects on a quarterly basis.	15%



**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
<p>Vacant</p> <p>Training and Exercise Program Manager</p> <p>40 hours weekly</p>	<p>Goals 2-10</p>	<p>Serve as the Program Manager for the Regional Training and Exercise (T&E) Program</p> <ul style="list-style-type: none"> • Implement the annual Regional Training & Exercise Program for the Bay Area. • Track and provide oversight to SenseMakers, LLC and Regional T&E Project Manager tasks. • Using a whole community approach, maintain a multidisciplinary Regional Training and Exercise Work Group. 	<ul style="list-style-type: none"> • Administer the Bay Area UASI Region Training and Exercise Program organizational structure, monitor staff assignments, and implement administrative processes to accomplish the Regional Training and Exercise Program’s mission and objectives in an effective and efficient manner. • Establish and track training and exercise program performance goals and objectives. Plan, monitor, evaluate, and manage the Regional T&E Program to meet Bay Area public safety and community preparedness needs. • Collaborate with the Bay Area Training and Exercise Work Group designated Community Preparedness Liaison; coordinate with community-based organizations to include community input in T&E program initiatives and outputs. • Ensure Improvement Plan (IP) items and performance gaps are identified and addressed from the annual regional exercise After Action Report (AAR). Recommend enhanced training and exercise delivery models, as needed. • Monitor the annual Regional T&E Program UASI grant budget; including the roles of partnership entities, systems or grants 	<p>85%</p>

			<p>procurement and performance management.</p> <ul style="list-style-type: none"> • Develop short-term and long-term strategic plans and goals; implement policies, goals and objectives. • Builds public-private and other strategic partnerships; attend stakeholder meetings, conferences, federal/state/local ad hoc meetings, as needed. • Implement approved policies and procedures ensuring T&E activities are compliant with UASI grant guidelines, including oversight of the Regional T&E program agreements, MOUs and vendor contracts • Maintain all T&E records. Review, recommend, and evaluate regional strategies for the financial and administrative management of the UASI Training and Exercise Program • Prepare reports and recommendations to UASI Management Team and Approval Authority, as needed. 	15%
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
<p>Corinne Bartshire</p> <p>Training and Exercise Project Manager</p> <p>40 hours weekly</p>	<p>Goals 2-10</p>	<p>Serve as the Project Manager for the Regional Training and Exercise (T&E) Program</p> <p>Supports the Regional Program Manager to develop and implement regional program and project planning aligning with Homeland Security Exercise and Evaluation Program (HSEEP) principles and practices.</p> <p>Co-Chair monthly T&E Work Group meeting.</p> <p>Manage the development and implementation of a 3 year Integrated Preparedness Plan (aka MYTEP).</p>	<ul style="list-style-type: none"> • Oversees contract execution with SenseMakers LLC. • Coordinates with SF CARD to ensure Bay Area Community Preparedness' organizations are involved with the Bay Area T&E initiatives. • Plan, monitor, evaluate, and manage HSEEP compliant the Regional T&E Program to meet Bay Area public safety and community preparedness needs. • Implement approved policies and procedures ensuring T&E activities are compliant with UASI grant guidelines, including oversight of the Regional T&E program agreements, MOUs and vendor contracts. • coordinates, plans, and facilitates meetings related to Training & Exercise; serves as the representative of the department in meetings involving regional training & exercise projects, policies or procedures; and performs related duties as required • Attend stakeholder meetings, conferences, federal/state/local ad hoc meetings, as needed. • Prepare reports and recommendations to UASI Management Team and Approval Authority. 	<p>90%</p> <p>10%</p>

			<ul style="list-style-type: none">• Monitor the annual Regional T&E Program UASI grant budget; including the timely submission of reimbursement requests and provision of supporting documentation.	
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-2021**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Mary Landers Regional Grants Manager SFDEM 8 am – 5 pm San Francisco	Management and Administration	Supervision <ul style="list-style-type: none"> Oversee and manage 8601 and 8602 assigned to Admin Oversee and manage 8601 assigned to STC grants Perform Mid-Year and Annual Reviews Ensure accountability of assigned tasks Oversee summer internship participants 	<ul style="list-style-type: none"> Ensure accountability of 8601 and 8602 for assigned tasks- including weekly one on one meetings and conducting annual performance reviews. Guide summer intern program members; work with fiscal and programmatic staff to assign duties that meet student abilities 	5%
	Goals 1-10	Compliance <ul style="list-style-type: none"> Technical lead on all compliance requirements Provide support for, and build capacity of, program and finance staff on compliance requirements. Keep Management Team appraised of FEMA updates during staff meetings 	<ul style="list-style-type: none"> Provide coordination and oversight for Management Team to ensure timely distribution of compliance materials and information to staff. Coordinate with State and Federal agencies and UASI sites to share best practices 	25%

		<p>Policies and Procedures</p> <ul style="list-style-type: none"> • Review all policies and procedures to ensure compliance requirements. • Coordinate updates to policies and procedures documents. • Design and conduct at least 1 compliance training session for staff. • Oversee the Continuity of Operations planning efforts to ensure essential office functions can continue in a disaster. 	<ul style="list-style-type: none"> • Conduct internal review of all policies and procedures and provide appropriate oversight; update every 2 years. • Work closely with regional stakeholders to ensure jurisdictions are compliant with grant guidelines per UASI policies and procedures as well as grant guidelines • Oversee the maintenance of UASI division’s Continuity of Operations Plan (COOP) and ensure that DES staff receives copies of all pertinent plans 	20%
		<p>Grant Proposal and Submittal Process</p> <ul style="list-style-type: none"> • Act as lead for Project Proposal process. • Oversee the edit and update of all guidance documents-both internal and external-pertaining to the project proposal process. • Act as coordinator for stakeholder outreach. • Responsible for scheduling the Kickoff meeting and Hub meetings. • Prepare all PowerPoints/charts for January Hub meetings • Draft applications for other grants as issued; collaborate with subject matter experts to ensure accuracy; submit 	<ul style="list-style-type: none"> • Ensure UASI program team processes are efficient, accurate and up to date; archive information for future reference. • Draft the annual Project Proposal Guidance document and Internal Program policy document; present and obtain Approval Authority approval. • Coordinate annual Bay Area stakeholder outreach during grant proposal process. • Engage and coordinate with Bay Area regional agencies and 	25%

		<p>applications in a timely manner.</p> <ul style="list-style-type: none"> Responsible for drafting and/or submitting UASI and other grant applications as needed. 	<p>organizations, as needed.</p> <ul style="list-style-type: none"> Obtain feedback from Management Team prior to submitting all applications. 	
		<p>Grant Review Process</p> <ul style="list-style-type: none"> Act as lead in grant review process Ensure proposals meet grant requirements and regional strategic goals and target capabilities 	<ul style="list-style-type: none"> Review Investment Justifications to ensure they correctly identify gaps Work with stakeholders and project managers to identify these gaps, and prepare and submit projects that will close gaps 	15%
		<p>External Communications</p> <ul style="list-style-type: none"> Manage External Communications program. Oversee Annual Report and Quarterly Newsletters Develop and produce presentations and other materials for local, regional, and national conferences. 	<ul style="list-style-type: none"> Oversee content development and provide quality control. Conduct outreach to regional stakeholders to share updates and information with both regional agencies and private sector entities. Review and edit copy, approve photos, and ensure on-time release of newsletters and annual report. Ensure presentations are completed and submitted to conference hosts in a timely fashion. 	5%

		Special Project <ul style="list-style-type: none"> • Provide assistance to programs 	<ul style="list-style-type: none"> • As needed. 	5%
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		<p>Project Management Support</p>	<ul style="list-style-type: none"> • Assist Project Managers in the development of support materials, including PowerPoints, organizational charts, and other materials in support of UASI work groups. • Review all project activities and track and maintain a list of highlights in order to efficiently oversee the design and delivery of 3 quarterly newsletters (Feb., Aug., and Nov.) and one Annual Report (May). • As necessary, conduct stakeholder outreach to ensure project efforts meet compliance requirements; review and edit regional risk plan materials and distribute to appropriate agencies. Support the Training and Exercise program by ensuring that all the databases and materials are properly updated. 	40%
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments &	Critical Tasks & Job Functions	Allocation of Time
Lloyd Shand Emergency Services Coord 8 am – 5 pm San Francisco	Management and Administration	Coordinate Approval Authority meeting logistics	<ul style="list-style-type: none"> Act as UASI Management Team liaison to the Approval Authority Prepare, edit, format, and distribute Approval Authority documents Maintain meeting records and official actions of the Approval Authority Set up and attend Approval Authority meetings 	2%
		Office Management and Administrative Support	<ul style="list-style-type: none"> Provide administrative support to Management Team Manage the master calendar and coordinate weekly staff meeting logistics Order office supplies Act as Liaison to Building Management, DEM Human Resources and other City Departments 	3%
	Goal 2-10	Research documents and website	<ul style="list-style-type: none"> Conduct research and provide support to Project Managers; Assist in the accurate preparation of reports, documents, or other technical materials. Maintain project monitoring tasks and status updates. Provide support to webmaster and assist with website updates and maintenance activities as necessary. Act as back up for all website planning. 	55%
		Risk Management Program	<ul style="list-style-type: none"> Assist the UASI Risk Management Project Manager by conducting research and maintaining data extracted by the Cal COP user database. 	20%

		Continuity of Operations Plan	<ul style="list-style-type: none">• Act as lead on Annex E to the CCSF DEM Continuity of Operations Plan; ensure that the plan is up to date- maintain contact information, coordinate office preparedness drills, facilitate hot washes, and construct	20%
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	STC Grant	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT STC Administrative Assistant</p> <p>8 am – 5 pm M - F</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Prepare and distribute agendas, notices, minutes, and documents and provide clerical support for the Northern California STC Region program. • Support the planning, coordination and development of Preventive Rad/Nuc Detection operations, plans and processes within the program. • Review, evaluate and analyze information used in the development and implementation of PRND plans, policies and procedures for the 49 counties in Northern CA and Washoe County, NV. • Research, analyze and provide reference information related to technical studies in PRND planning. • Review and analyze information for the preparation and dissemination of PRND information and determine best presentation of information for electronic and/or print postings and distributions. • Provide information to staff on policies regarding PRND operations. 	<ul style="list-style-type: none"> • Manage and coordinate documentation for Project Manager. • Gather and compile information to provide support for STC project, which includes researching and preparing technical reports, records, and other documents related to the project. • Maintain reports in compliance with federal, state, and local laws, and any policies and procedures established by the Executive Committee. • Work with the Program Manager to evaluate procedures, and document new procedures to enhance the administrative support functions of the STC program. • Ensure the distribution of all work product to principal partners and members of the Executive Committee. 	<p>40%</p> <p>20%</p> <p>10%</p> <p>20%</p>

061120 Approval Authority Meeting June Agenda Item 03:
Annual Work Plans, STC Admin Asst., Vacant



		<ul style="list-style-type: none"> • Review and assess documents and processes to assist with the development and implementation of the PRND program for the Northern CA regional STC program. • Prepare reports, documents or other technical materials. 	<ul style="list-style-type: none"> • Prepare reports, memoranda, and correspondence for the STC Manager. 	10%
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Grant	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT</p> <p>T&E Administrative Assistant</p> <p>8 am – 5 pm M - F</p>	<p>Goals 2-10</p>	<ul style="list-style-type: none"> • Prepare and distribute agendas, notices, minutes, and documents and provide clerical support for the Training and Exercise program. • Support the planning, coordination and development of Training and Exercise plans and processes within the program. • Review, evaluate and analyze information used in the development and implementation of multi-year training and exercise plans, policies and procedures. • Review outreach materials for dissemination to stakeholders, prepare presentation materials for electronic and/or print postings and distribution. • Review and assess processes to assist with implementation of the Training and Exercise program. 	<ul style="list-style-type: none"> • Manage and coordinate documentation for Project Manager. • Gather and compile information to provide support for Training and Exercise project, which includes preparing After Action reports, maintaining records, and other documents related to the project • Maintain reports in compliance with federal, state, and local laws, and any policies and procedures established by the Training and Exercise program. • Work with the Program Manager to enhance the administrative support functions of the Training and Exercise program. • Ensure the distribution of all work product to stakeholders. 	<p>40%</p> <p>20%</p> <p>10%</p> <p>20%</p> <p>10%</p>

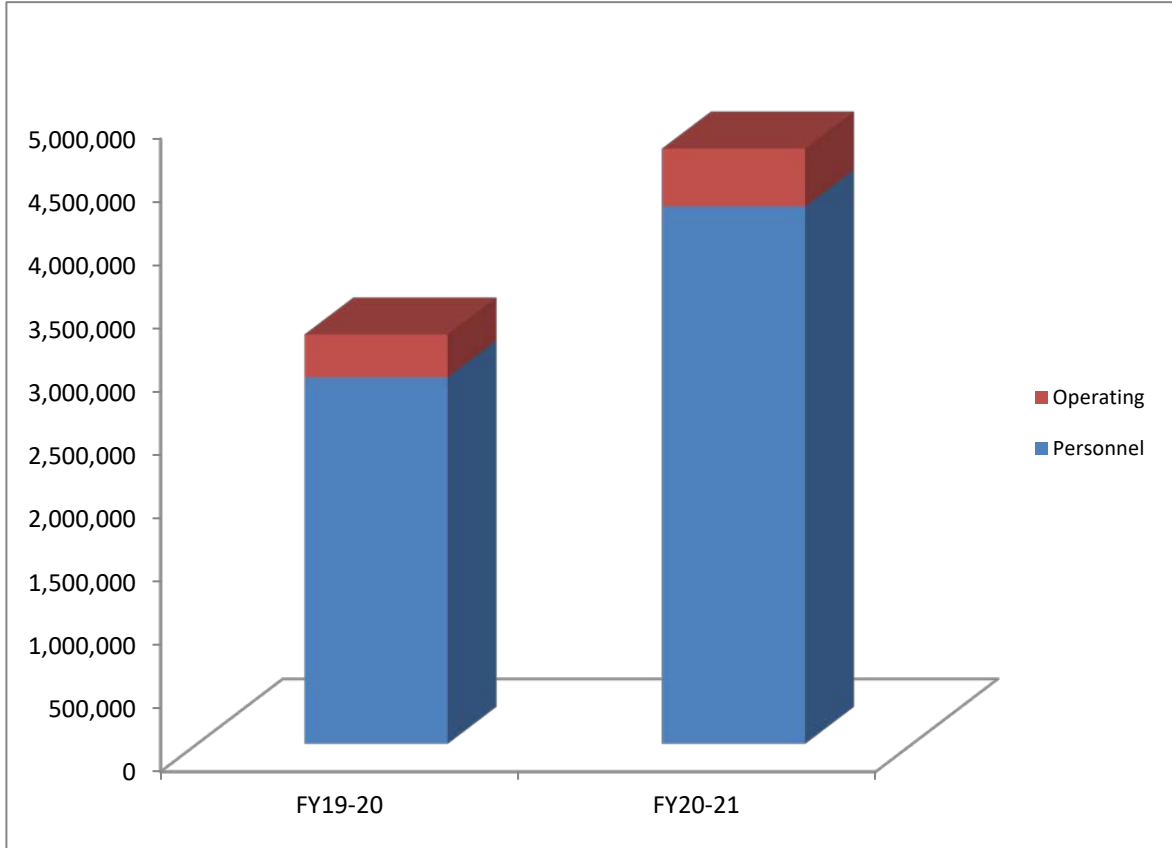
**Bay Area UASI
FY2020-2021 Proposed Budget**

	FY20-21	FY19-20	Change Inc/(Dec)
<u>Revenue Sources</u>			
17 UASI (Program and M&A)	\$ -	\$ 200,000	
18 UASI (Program and M&A)	\$ 1,388,195	\$ 1,912,177	
19 UASI (Program and M&A)	\$ 2,986,874	\$ 1,121,440	
20 UASI (Program and M&A)	\$ 766,292	\$ -	
19 RCPGP (Program and M&A)	\$ 193,760	\$ -	
19 STC (Program and M&A)	\$ 757,332	\$ -	
TOTAL ALL SOURCES	\$ 4,704,258	\$ 3,233,617	\$ 1,470,641
<u>Expenditures</u>			
<u>Personnel</u>			
Salaries and Fringes - Project Management	\$ 2,299,190	\$ 1,556,087	\$ 743,103
Salaries and Fringes - Grants Management (M&A)	\$ 1,241,417	\$ 883,958	\$ 357,458
Salaries and Fringes - Compliance and Administration	\$ 705,650	\$ 455,072	\$ 250,579
Subtotal	\$ 4,246,258	\$ 2,895,117	\$ 1,351,141
<u>Operating</u>			
Travel (Program and M&A)	\$ 70,000	\$ 35,000	\$ 35,000
Rents and leases	\$ 300,000	\$ 249,500	\$ 50,500
Copy machines, website, meetings, phones	\$ 30,000	\$ 20,000	\$ 10,000
Office supplies	\$ 30,000	\$ 20,000	\$ 10,000
City Attorney Services (review of MOUs and contracts)	\$ 18,000	\$ 12,000	\$ 6,000
Legal Services (Approval Authority)	\$ 10,000	\$ 2,000	\$ 8,000
Subtotal	\$ 458,000	\$ 338,500	\$ 119,500
TOTAL EXPENDITURES	\$ 4,704,258	\$ 3,233,617	\$ 1,470,641

**UASI Management Team
FY2020-2021 Personnel Detail**

Classification	Job Title	Program	Salary	Fringe Benefits	Total
Project Management Team					
0954 Mgr VIII/SF	General Manager	UASI Program Management	226,564	79,297	305,861
0932 Mgr IV/SF	Regional Project Manager	UASI Program Management	171,912	60,169	232,081
0931 Mgr III/SF	CBRNE Project Manager	UASI/RCPGP Program Management	160,134	56,047	216,181
0931 Mgr III/SF	Emergency Management Project Manager	UASI Program Management	160,134	56,047	216,181
0931 Mgr III/SF	Communications and Technology Project Manager	UASI Program Management	160,134	56,047	216,181
0931 Mgr III/SF	Risk Management Project Manager	UASI Program Management	160,134	56,047	216,181
0932 Mgr IV/SF	Training & Exercise Program Manager	UASI Program Management	171,912	60,169	232,081
0931 Mgr III/SF	Training & Exercise Project Manager	UASI Program Management	160,134	56,047	216,181
0932 Mgr IV/SF	NorCal STC Program	STC Program Management	171,912	60,169	232,081
0931 Mgr III/SF	STC Program Analyst	STC Program Management	160,134	56,047	216,181
Subtotal			1,703,104	596,086	2,299,190
Grants Management Unit					
0932 Mgr IV/SF	Chief Financial Officer	UASI M&A	171,912	60,169	232,081
1824 Principal Admin Analyst/SF	Contract Specialist	UASI M&A	138,034	48,312	186,346
1657 Acct IV/SF	Grants Accountant	UASI M&A	132,782	46,474	179,256
1823 Sr Admin Analyst/SF	Grants Specialist	UASI M&A	119,210	41,724	160,934
1823 Sr Admin Analyst/SF	Grants Specialist	UASI M&A	119,210	41,724	160,934
1823 Sr Admin Analyst/SF	T&E Grants Specialist	UASI Program Management	119,210	41,724	160,934
1823 Sr Admin Analyst/SF	STC Financial Analyst	STC Program Management	119,210	41,724	160,934
Subtotal			919,568	321,849	1,241,417
Compliance and Administration					
0931 Mgr III/SF	Regional Grants Manager	M&A & Program Management	160,134	56,047	216,181
8602 ESC 2/SF	Planner	M&A & Program Management	104,546	36,591	141,137
8601 ESC 1/SF	Admin Support	M&A & Program Management	86,008	30,103	116,111
8601 ESC 1/SF	T&E Admin Support	UASI Program Management	86,008	30,103	116,111
8601 ESC 1/SF	STC Administrative Analyst	STC Program Management	86,008	30,103	116,111
Subtotal			522,704	182,946	705,650
TOTAL: MANAGEMENT TEAM			3,145,376	1,100,882	4,246,258

	Personnel	Operating	Total	
FY19-20	2,895,117	338,500	3,233,617	
FY20-21	4,246,258	458,000	4,704,258	
Increase	1,351,141	119,500	1,470,641	45.48%



UASI Approval Authority and Management Team Tracking Tool

June 11, 2020 Approval Authority Meeting

#	Agenda Item	Presenter	Date Assigned	Due Date	Status / Comments
1	CBRNE Program Update	Janell Myhre	1/31/20	9/10/20	
2	Securing the Cities Program Kick Off	Chris Bausch	1/31/20	9/10/20	
3	Cyber Security Response Framework Project Update	Janell Myhre	8/12/19	9/10/20	
4	Cyber Security Tiered Training Project Update	Janell Myhre	8/12/19	9/10/20	
5	Bay Alert Project Update	Corinne Bartshire	5/28/20	9/10/20	
6	Brown Act Training	Myers-Nave Attorney	1/30/20	11/12/20	
7	Supply Chain Management Project Close Out	Janell Myhre	6/5/19	11/12/20	
8	RCPGP C-POD Project Kick Off	Corinne Bartshire	5/28/20	11/12/20	
9	DSW Analysis Project Update	Corinne Bartshire	5/28/20	11/12/20	
10	JIS Administration Support Project Update	Corinne Bartshire	5/28/20	11/12/20	
11					
12					
13					

Recurring Agenda Items					
#	Agenda Item	Deliverable	Presenter	Due Date	Status / Comments
A	UASI Financial Reports	Report	Tristan Levarado	09/10/20 01/14/21 03/11/21 06/10/21	Bay Area UASI Travel Expenditures FY18 UASI Spending Report Bay Area UASI Travel Expenditures Reallocation of Grant Funds and FY20 UASI Spending Report
B	BayRICS JPA Quarterly Report	Report	Corey Reynolds	09/10/20 11/12/20 01/14/21 03/11/21	BayRICS JPA Report
C	Election of UASI Officers	Discussion & Action Item	Chair	01/14/21 (annually)	
D	NCRIC Annual Report	Report	Mike Sena	01/14/21 (annually)	
E	NCRIC Threat Briefing (possible closed session)	Report	Mike Sena	9/10/20 11/12/20 03/11/21 6/10/21	Cyber Security/Threat Briefing Region Info Sharing System Special Events/ SARS SEAR Event Briefing/Gun Related Intelligence Program
F	Training and Exercise Program Annual Report	Report	SenseMakers LLC	01/14/21 (annually)	Training and Exercise Program Report
G	Training and Exercise Program Status Update	Report	SenseMakers LLC / UASI	09/10/20 11/12/20 03/11/21 06/10/21	Training and Exercise Program Report
H	Risk Management Program	Report	Amy Ramirez	11/12/20 (annually) 11/12/20 (annually) 01/14/21 (annually) 06/10/21 (annually)	THIRA approval Hub funding allocation/Risk formula application Kick Off Update



To: Bay Area UASI Approval Authority
From: Janell Myhre, Regional Program Manager
Date: June 11, 2020
Re: Item 4: 2020 UASI Work Group Annual Plans

Staff Recommendation:

No recommendation

Action or Discussion Items:

Discussion

Discussion:

This item provides an update to the Approval Authority on the Bay Area UASI regional work group plans and activities for the 2020 calendar year. Appendices A-H summarize Bay Area UASI regional work group activities in an Annual Work Plan format. Updates on 2020 work group regional projects and initiatives will be provided to the Approval Authority by work group members and Chairpersons throughout the year.

Background:

Per the Bay Area UASI By-laws, the General Manager may create discipline-specific and/or functionally-determined working groups to make comprehensive assessments and recommendations that address risk reduction, increase capabilities on a regional basis, vet regional project proposals, and review grant allocations. Regional work groups are formed to support the Bay Area Homeland Security Goals as presented in the annual Project Proposal Guidance. The current work groups are as follows and support the FY20 Goals:

- A. BayRICS Radio Operators Advisory Group (Goal 6)
- B. Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) (Goal 2, 4, 10)
- C. Cyber Resilience (Goal 3)
- D. Emergency Management (Goals 7, 9)
- E. Public Information and Warning (Goals 2,4,6)
- F. Public Safety Information Sharing (Goal 8)
- G. Medical and Public Health (Goal 5)
- H. Training and Exercise (Goals 2-10)

Bay Area local government stakeholders provide jurisdiction specific input to the UASI Management Team through participation in regional work group meetings. Many work groups initiate and submit proposals for regional projects and form sub-committees and focus groups to provide oversight on regional projects and initiatives. These include applicable projects aligning with the National Priority areas as defined in the

UASI Notice of Funding Opportunity. The UASI Program Team Project Managers serve as chairpersons for UASI regional work groups. The Approval Authority receives regular updates and reports on regional work group projects and initiatives.



Bay Area UASI Management Team BayRICS Radio Operators Advisory Group 2020 Annual Plan

Mikyung Kim-Molina of the Bay Area UASI Management Team, works with the Bay Area Regional Interoperable Communications System Authority (BayRICS) to coordinate and share information relevant to regional operational communications.

BayRICS supports the following Bay Area UASI Goals:

#	Supported Bay Area UASI Goals
6	Strengthen Emergency Communications Capabilities

Purpose

The BayRICS Radio Operators Advisory Group is a monthly forum for regional stakeholders who are building or operating Project 25 (P25) and other radio networks within the Bay Area. Local government stakeholders provide communications-related input to the UASI Management Team through participation in this BayRICS working group. In order to gather critical input for UASI-funded initiatives, a UASI Program Team Project Manager coordinates closely with the BayRICS General Manager and regional stakeholders.

BayRICS Radio Operators Advisory Group Objectives

The BayRICS Radio Operators Advisory Group:

- Provides a forum for discussing interoperable communications best practices and coordinating on regional interoperable communications efforts.
- Recommends policies and procedures related to communications systems performance, maintenance, and other technical issues.
- Maintains and socializes a Regional Tactical Interoperable Communications Plan (TICP), Regional Fleetmap and Radio Programming Guidelines.
- Guides region-wide interoperable communications projects.
- Hosts annual system key exchanges to promote cross-system interoperability
- Coordinates regular regional interoperability training and testing

National Priority Projects: BayRICS will provide oversight and input to relevant projects within the National Priority areas as defined by the Department of Homeland Security in the UASI Notice of Funding Opportunity.

Additional information on the Radio Operators Advisory Group can be found at:

<http://www.bayrics.net/radio-operators-group.html>.



Bay Area UASI Management Team

Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Work Group

2020 Annual Plan

The CBRNE Work Group is chaired by member of the Bay Area UASI Management Team. The CBRNE Work Group Charter outlines the chairperson's roles and responsibilities. The CBRNE Work Group supports the following Bay Area UASI Goals:

#	Supported Bay Area UASI Goals
2	Enhance the Protection of Soft Targets
4	Address Emergent Threats
10	Protect Critical Infrastructure and Key Resources

I. 2020 Project Oversight

Consistent with the ongoing purpose as stated in the CBRNE Work Group Charter, the Work Group will oversee the following projects:

- Incorporate the Bay Area Preventive Radiological/Nuclear Detection (PRND) Program activities into CBRNE prevention, detection, incident response and recovery programs.
- Use 2019 as an opportunity to validate past CBRNE investments as well as determine current CBRNE capabilities and gaps. This will also be an opportunity for PRND stakeholders to operationalize the recently updated PRND strategic plan, concept of operations, and standard operating procedures into their daily operations.
- Use 2019 to lay the foundation for a FEMA National Level Exercise (NLE) based on a complex coordinated attack involving cyber and radiological/nuclear terrorism
- Conduct CBRNE training for fire, law, EMS, emergency managers, fusion center and public health personnel.
- Conduct CBRNE Special operations team training to include urban search & rescue, hazardous materials, maritime search and rescue.
- Hold CBRNE law enforcement special operations and explosive ordnance training.
- Hold CBRNE incident management, position-specific and emergency operations center trainings.
- Review CBRNE Planning Guidance and tool kits.
- Support region-wide, multi-disciplinary, multi-agency CBRNE Exercises (i.e. BayEx, R-U Ready, Isotope Crossroads 2019, Bay Ferry V, etc.)
- **National Priority Projects:** The Work Group will provide oversight and input to relevant projects within the National Priority areas as defined by the Department of Homeland Security in the UASI Notice of Funding Opportunity.

II. Member Roles and Responsibilities

Members of the Work Group are expected to attend scheduled Work Group meetings in person or via teleconference (if necessary) for the purpose of:

- Providing subject matter expertise and jurisdictional perspectives to the oversight of applicable projects
- Offering input to the active subcommittees to ensure relevant and quality outcomes of all projects
- Participating in the review of draft and final project deliverables



Bay Area UASI Management Team

Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Work Group

2020 Annual Plan

- Engaging in current regional collaboration efforts and reporting updates to their organization's leadership.

The CBRNE Work Group is scheduled to meet 4 times during 2020. Each meeting will last no more than 2 hours. Additional correspondence to Work Group members will be conducted via email from the Chairperson.

The 14 UASI jurisdictions are encouraged to clearly identify their lead Points of Contact to the Chairperson for participation in each of the projects listed in Section 1.

All Work Group members are encouraged to participate in regional workshops, relevant trainings, and other events coordinated by this Work Group and its subcommittees. At a minimum, Work Group members should coordinate appropriate event participation by staff within their jurisdiction.

III. 2020 Active Subcommittees

Below are the current subcommittees which report to the CBRNE Work Group no less than quarterly throughout 2020. All subcommittees are led by the CBRNE Program Manager and consist of members from fire, EMS, and law enforcement agencies, and local governments from within the Bay Area UASI region as well as state and federal agencies. The roles and responsibilities of CBRNE subcommittee members are listed in Section IV.

Current CBRNE subcommittees are:

- Preventive Radiological Nuclear Detection (PRND)
- CBRNE Training & Exercise
- CBRNE Equipment
- Radiological/Nuclear Incident Response and Consequence Management (RNIR-CM)

IV. Subcommittee/Focus Group Roles and Responsibilities

Each CBRNE Work Group subcommittee will provide project guidance, oversight and stakeholder representation in the development of the subcommittee's assigned projects.

Subcommittee members are expected to:

- Attend scheduled subcommittee meetings and respond to subcommittee correspondence
- Confirm project goals add value for the majority of Bay Area UASI jurisdictions
- Confirm the documented scope of work meets the goals of each project
- Oversee the progress of the relevant project and provide status to the CBRNE Work Group, the UASI Approval Authority, and other stakeholder groups as appropriate (i.e. Coastal Region MARAC).
- Review draft project deliverables and provide input to ensure quality outcomes.
- Participate in planning workshops and other relevant project tasks by attending scheduled meetings and/or coordinating appropriate attendance from their jurisdiction.

V. Future Focus Areas / Project Ideas

The following are focus areas for the CBRNE Work Group to consider through regional coordination:



Bay Area UASI Management Team Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE) Work Group 2020 Annual Plan

- Enhance physical security at facilities that have Class 1 radiological sources on their premises.
- Provide specialized tactical/radiological training for law enforcement, hazardous materials and explosive ordnance teams who are likely to will respond to a report of a security breach alarm at a facility with Class 1 radiological sources.
- Adoption of the Center for Radiological Nuclear Training (CTOS) Preventive Radiological Nuclear Detection (PRND) curriculum
- Adoption of the Center for Radiological Nuclear Training (CTOS) Radiological/Nuclear Incident Response and Consequence Management (RNIR-CM) curriculum
- Adoption of the National Incident Management System (NIMS) and National Qualification System (NQS to facilitate PRND resource management
- Host an annual, stakeholders retreat every November to identify new and emerging CBRNE administration, equipment, training and exercise needs so they can be incorporated in the upcoming year's calendar.
- Develop a regional CBRNE fire, law enforcement and EMS rescue strategic plan, concept of operations, standard operating procedures, recommended equipment sets, training and exercises.
- Update the Bay Area Training and Exercise Program Integrated Preparedness Plan (IPP) to reflect new CBRNE training courses that will be needed/offered.



Bay Area UASI Management Team Cyber Resilience Work Group 2020 Annual Plan

The Cyber Resilience Work Group is co-chaired by Mikyung Kim-Molina of the Bay Area UASI Management Team and Alison Yakabe of the Northern California Regional Intelligence Center (NCRIC). The Chairperson is responsible for developing meeting agendas, scheduling and facilitating regular meetings, and distributing meeting summaries to workgroup members.

The Cyber Resilience Work Group supports the following Bay Area UASI Goals:

#	Supported Bay Area UASI Goals
3	Enhance Cybersecurity

I. 2020 Regional Project Oversight

Consistent with the ongoing purpose as stated in the Cyber Resilience Work Group Charter, the work group will oversee the following projects:

- Cybersecurity Incident Response Framework Planning Project
- Cyber Tiered Training Project
- **National Priority Projects:** The Work Group will provide oversight and input to relevant projects within the National Priority areas as defined by the Department of Homeland Security in the UASI Notice of Funding Opportunity.

II. Member Roles and Responsibilities

Members of the work group are expected to attend scheduled work group meetings in person or via teleconference if necessary for the purpose of:

- Providing subject matter expertise and jurisdictional perspectives to the oversight of applicable projects
- Offering input to the work group and any active subcommittees to ensure relevant and quality outcomes of all projects
- Participating in the review of draft and final project deliverables
- Engaging in current regional collaboration efforts and reporting updates to their leadership.

The Cyber Resilience Work Group is scheduled to meet four times during 2020. Each meeting will last no more than 2 hours. Additional correspondence to work group members will be conducted via email from the Chairperson. Work group members are encouraged to participate in regional workshops, relevant trainings, and other events coordinated by this work group and its subcommittees. At a minimum, work group members should coordinate appropriate event participation by staff within their jurisdiction.

III. 2020 Active Subcommittees

Below are the current subcommittees which will report to the Cyber Resilience Work Group throughout 2020. Other subcommittees may stand up as needs arise.

Cyber Incident Response Framework Planning Subcommittee

This subcommittee is led by Mikyung Kim-Molina and will oversee the Cyber Incident Response Framework Planning Project.

Cybersecurity Training Program Subcommittee

This subcommittee is led by Mikyung Kim-Molina and will oversee the Cyber Tiered Training Project.

IV. Subcommittee Roles and Responsibilities

Each Cyber Resilience Work Group subcommittee will provide project guidance, oversight and stakeholder



Bay Area UASI Management Team Cyber Resilience Work Group 2020 Annual Plan

representation in the development of the subcommittee's assigned projects.

Subcommittee members are expected to:

- Attend scheduled subcommittee meetings and respond to subcommittee correspondence
- Confirm project goals add value for the majority of Bay Area UASI jurisdictions
- Confirm the documented scope of work meets the goals of each project
- Oversee the progress of the relevant project and provide status updates to other UASI workgroups, the UASI Approval Authority, and other stakeholder groups as appropriate.
- Review draft project deliverables and provide input to ensure quality outcomes.
- Participate in planning workshops and other relevant project tasks by attending scheduled meetings and/or coordinating appropriate attendance from their jurisdiction.

V. Work Group Focus Areas

The following are proposed efforts and focus areas for the Cyber Resilience Work Group in 2020 and future years:

- Continue to maintain and cultivate stakeholder partnerships at the local, regional, state and federal levels
- Cross collaboration with states and jurisdictions outside of the UASI footprint (e.g., Nevada, Los Angeles, San Diego, NY)
- Exploring cybersecurity mentorship or apprenticeship programs to help leverage cybersecurity talent and resources for the region
- Researching cyber readiness gaps/needs and developing a regional response framework
- Understanding cybersecurity on critical infrastructure and industrial control systems (e.g., operational technology)
- Hosting facilitated walk-throughs of evaluation toolkits (e.g., NIST Framework)
- Participating in TTX or full-scale cyber resilience exercises
- Exploring the advantages of Artificial Intelligence (AI) and machine learning technologies
- Exploring Denial of Service attacks and identifying approaches to increase resilience to Denial of Service attacks
- Developing consolidated lists/calendars of cybersecurity-related meetings and events (e.g., MISAC, CCISDA)
- Exploring a mentorship program or other approaches to ensure learnings from UASI-hosted trainings live on in local jurisdictions
- Exploring the development of a regional Security Operations Center (SOC)
- Enhancing regional Cyber Incident Response capabilities through services or task force development
- Explore the development of MOU data sharing and mutual aid templates



Bay Area UASI Management Team Emergency Management Work Group 2020 Annual Plan

The Emergency Management Work Group is chaired by Corinne Bartshire of the Bay Area UASI Management Team. The Emergency Management Work Group Charter outlines the chairperson's roles and responsibilities.

The Emergency Management Work Group supports the following Bay Area UASI Goals:

#	Supported Bay Area UASI Goals
7	Enhance Community Resilience
9	Enhance All-Hazards Incident Planning, Response & Recovery Capabilities

I. 2020 Regional Project Oversight

Consistent with the ongoing purpose as stated in the Work Group Charter, the work group will oversee the following projects:

- Critical Transportation Capability Building
- Disaster Service Worker Analysis and Planning
- Regional WebEOC Standardization
- Multi-Discipline Regional Exercise (focused on Critical Transportation)
NOTE: The 2020 regional exercise has been postponed due to the COVID-19 response activities underway within the Bay Area.
- **National Priority Projects:** The Work Group will provide oversight and input to relevant projects within the National Priority areas as defined by the Department of Homeland Security in the UASI Notice of Funding Opportunity.

Throughout oversight of these projects, Work Group members will be mindful of sustaining capabilities built in prior years such as planning / operations for care and shelter and commodity points of distribution.

II. Member Roles and Responsibilities

Members of the work group are expected to attend scheduled work group meetings in person or via teleconference, if necessary, for the purpose of:

- Providing subject matter expertise and jurisdictional perspectives to the oversight of applicable projects
- Offering input to the active subcommittees to ensure relevant and quality outcomes of all projects
- Participating in the review of draft and final project deliverables
- Engaging in current regional collaboration efforts and reporting updates to their Office of Emergency Services leadership

The Emergency Management Work Group is scheduled to meet 4 times during 2020. Additional meetings may be scheduled as necessary. Each meeting will last no more than 2 hours. Between meetings, correspondence to work group members will be conducted via email from the Chairperson.

The 14 UASI jurisdictions are encouraged to make clear to the Chairperson their lead points of contact for participation in each of the three projects listed in Section I.



Bay Area UASI Management Team Emergency Management Work Group 2020 Annual Plan

All work group members are encouraged to participate in regional workshops, relevant trainings, and other events coordinated by this work group and its subcommittees. At a minimum, work group members should coordinate appropriate event participation by staff within their jurisdiction.

III. 2020 Active Subcommittees

Below are the current subcommittees which will report to the Emergency Management Work Group no less than quarterly throughout 2020.

Critical Transportation Subcommittee

This subcommittee is led by the Work Group Chairperson and consists of members from local government, state agencies, federal agencies, and partner / private sector agencies with transportation functional roles within the Bay Area UASI region. The objectives for the Critical Transportation Subcommittee are detailed in the 2019 - 2020 Regional Critical Transportation Capability Building Project Charter. During 2020, this subcommittee has agreed to meet quarterly, host 2 workshops, and participate in the Emergency Management Regional Exercise.

Exercise Planning Team

This team is led by the Work Group Chairperson and is limited to members representing the 14 UASI jurisdictions (San Francisco, San Mateo County, Santa Clara County, City of San Jose, Monterey County, San Benito County, Santa Cruz County, Alameda County, City of Oakland, Contra Costa County, Solano County, Napa County, Sonoma County, and Marin County), key state and federal agencies, and transportation partner agencies. All other local government, special district, non-profit agencies, and partners are welcome to coordinate through the appropriate UASI jurisdiction to participate in the exercises planned by this team.

The next regional exercise will be an operations-based (functional exercise) evaluating the core capabilities of Critical Transportation, Logistics and Supply Chain Management, Operational Coordination and additional capabilities as determined by the exercise planning team. Each participating Operational Area and core city will be provided contractor support to help develop injects and a Master Scenario Events List (MSEL) that is appropriate for their jurisdictions' level of play. All planning meetings will be regionally focused, therefore participating jurisdictions should attend these meetings in order to keep current on the exercise planning process. The Exercise Planning Team will confirm meeting dates, provide input into development of exercise objectives, and perform oversight of contractor deliverables.

IV. Subcommittee Roles and Responsibilities

Each Emergency Management Work Group subcommittee will provide project guidance, oversight and stakeholder representation in the development of the subcommittee's assigned projects.

Subcommittee members are expected to:

- Attend scheduled subcommittee meetings and respond to subcommittee correspondence
- Confirm project goals that meet needs for most of the Bay Area UASI jurisdictions
- Confirm the documented scope of work meets the goals of each project
- Oversee the progress of the relevant project and provide status to the Emergency Management Work Group and other stakeholder groups as appropriate (i.e. Coastal Region MARAC)
- Review draft project deliverables and provide input to ensure quality outcomes
- Participate in planning workshops and other relevant project tasks by attending scheduled



Bay Area UASI Management Team Emergency Management Work Group 2020 Annual Plan

meetings and/or coordinating appropriate attendance from their jurisdiction

V. Future Focus Areas / Project Ideas

The following are focus areas for the Emergency Management Work Group to consider approaching through regional coordination in future years:

- Update the Bay Area Regional Emergency Coordination Plan and consolidate subsidiary plans and regional catastrophic earthquake plans as appropriate
- Consider establishing an MOU Subcommittee for ongoing efforts regarding volunteers, critical transportation, debris management, etc.
- **Reference Yellow Command After Action Items as presented to MARAC**
- Just in Time training for shelter workers (not reliant on ARC)
- Family Reunification Training / Workshop
- Identify requirements and action steps for local jurisdiction Debris Management Plans to receive the necessary FEMA approval under the Sandy Recovery Improvement Act of 2013 to achieve 80% Public Assistance (PA) eligibility
- Exercise fuel and power interdependencies as related to a disaster recovery scenario
- **Work with Human Resources departments on process for activating Disaster Service Workers**
- Explore best practices for training and implementing EOC finance and administration processes that lead to successful reimbursement following a disaster
- Facilitate a regional senior leader collaboration session to discuss policy affecting regional disaster response and recovery
- Based on the completed Emergency Agreements Analysis, facilitate regional progress toward establishing pre-arranged agreements for emergency response support given the anticipated needs identified in catastrophic planning scenarios
- Explore SF neighborhood-based resiliency model for expansion throughout Bay Area
- Revisit the Business Operations Center (BOC) Toolkits and training that was done in previous years



Bay Area UASI Management Team Public Information & Warning Work Group 2020 Annual Plan

The Public Information & Warning Work Group is chaired by Mikyung Kim-Molina of the Bay Area UASI Management Team. The Chairperson is responsible for developing meeting agendas, scheduling and facilitating regular meetings, and distributing meeting summaries to workgroup members.

The Public Information and Warning Work Group supports the following Bay Area UASI Goals:

#	Supported Bay Area UASI Goals
2	Enhance the Protection of Soft Targets
4	Address Emergent Threats
6	Strengthen Emergency Communications Capabilities

I. 2020 Regional Project Oversight

Consistent with the ongoing purpose as stated in the Public Information & Warning Work Group Charter, the work group will oversee the following projects:

- Mass Notification Seminar (*cancelled for 2020 due to COVID-19*)
- Bay Alert
- **National Priority Projects:** The Work Group will provide oversight and input to relevant projects within the National Priority areas as defined by the Department of Homeland Security in the UASI Notice of Funding Opportunity.

II. Member Roles and Responsibilities

Members of the work group are expected to attend scheduled work group meetings in person or via teleconference if necessary for the purpose of:

- Providing subject matter expertise and jurisdictional perspectives to the oversight of applicable projects
- Offering input to the active subcommittees to ensure relevant and quality outcomes of all projects
- Participating in the review of draft and final project deliverables
- Engaging in current regional collaboration efforts and reporting updates to their Office of Emergency Services leadership.

The Public Information & Warning Work Group is scheduled to meet four times during 2020. Each meeting will last no more than 2 hours. Additional correspondence to work group members will be conducted via email from the Chairperson. Work group members are encouraged to participate in regional workshops, relevant trainings, and other events coordinated by this work group and its subcommittees. At a minimum, work group members should coordinate appropriate event participation by staff within their jurisdiction.

III. 2020 Active Subcommittees

Below are the current subcommittees which will report to the Public Information & Warning Work Group quarterly throughout 2020.

Mass Notification Seminar Subcommittee

This subcommittee is led by Mikyung and consists of members from local government, state agencies, and non-profit agencies with mass notification roles within the Bay Area UASI region. *This subcommittee may begin planning the 2021 Mass Notification Seminar as appropriate.*

Bay Area JIS Leadership Committee



Bay Area UASI Management Team Public Information & Warning Work Group 2020 Annual Plan

No longer a formal subcommittee of the Public Information and Warning Workgroup, the Bay Area JIS is now a stand-alone system that consists of members from local government, state agencies, non-profit agencies, and the private sector with public information and warning roles within the Bay Area UASI region. *In response to COVID-19, the Bay Area JIS has activated and conducts daily coordination functions to support the local jurisdictions' response.*

IV. Subcommittee Roles and Responsibilities

Each Public Information & Warning Work Group subcommittee will provide project guidance, oversight and stakeholder representation in the development of the subcommittee's assigned projects.

Subcommittee members are expected to:

- Attend scheduled subcommittee meetings and respond to subcommittee correspondence
- Confirm project goals add value for the majority of Bay Area UASI jurisdictions
- Confirm the documented scope of work meets the goals of each project
- Oversee the progress of the relevant project and provide status to the Public Information & Warning Workgroup, the Emergency Management Workgroup, the UASI Approval Authority, and other stakeholder groups as appropriate.
- Review draft project deliverables and provide input to ensure quality outcomes.
- Participate in planning workshops and other relevant project tasks by attending scheduled meetings and/or coordinating appropriate attendance from their jurisdiction.

V. 2020 Focus Areas

The following are focus areas for the Public Information & Warning Work Group in 2020:

- Develop guidance for categories, different types of alerting mechanisms, and suggestions on when to use each method in an emergency (triggers)
- Develop suggested guidance for coordinating alerts across jurisdictions
- Develop and share pre-scripted messages and standardized alerting template language

VI. Future Focus Areas / Project Ideas

The following are focus areas for the Public Information & Warning Work Group to consider approaching through regional coordination in future years:

- Develop coordinated marketing to promote signing up for mass notification systems (e.g., a regional landing page, coordinated media buys)
- Explore models or mechanisms for enabling sustainable funding for mass notification systems
- Identify a mechanism for sharing best practices, training, and end-user documentation
- Conduct outreach to Access and Functional Needs (AFN) and limited English proficiency populations



Bay Area UASI Management Team Information Sharing Work Group 2020 Annual Plan

The Information Sharing Workgroup is co-chaired by Mikyung Kim-Molina of the Bay Area UASI Management Team and Brian Rodrigues of the Northern California Regional Intelligence Center (NCRIC). The purpose of the Bay Area UASI Information Sharing Workgroup is to provide a forum for sharing, collaborating, unifying, and analyzing information across law enforcement and public safety agencies within the Bay Area UASI region.

The Information Sharing Work Group supports the following Bay Area UASI Goals:

#	Supported Bay Area UASI Goals
8	Strengthen Information Sharing and Collaboration

Workgroup Objectives

Information Sharing Work Group objectives are to:

- Provide a forum for discussing Information Sharing best practices that will help interdict terrorist acts and other crimes.
- Provide reports to the UASI Approval Authority, Bay Area UASI Management Team and other stakeholder groups, as requested, regarding UASI funded information sharing projects and initiatives, such as Coplink and ARIES.
- Based on annual UASI grant funding priorities, identify potential Information Sharing projects that might be eligible for funding.
- Coordinate, develop, and submit the annual Regional Law Enforcement Information Sharing Systems project proposal for UASI funding.
- Oversee the implementation and progress of UASI-funded projects and provide support where possible.

National Priority Projects: The Work Group will provide oversight and input to relevant projects within the National Priority areas as defined by the Department of Homeland Security in the UASI Notice of Funding Opportunity.

Membership

Membership is open to Bay Area UASI regional partners jointly engaged in Information Sharing activities. Members are expected to offer a brief summary of their work on any UASI-funded project. Members will be encouraged to provide updates on other Information Sharing related projects that may be of interest to other Workgroup members.

Meeting Frequency

Members are encouraged to attend in person or by conference call line. Information Sharing Workgroup meetings are scheduled on an as needed basis.



Bay Area UASI Management Team Medical & Public Health Work Group 2020 Annual Plan

The Medical and Public Health Workgroup is chaired by Amy Ramirez of the Bay Area UASI Management Team. The Chairperson is responsible for developing meeting agendas, scheduling and facilitating regular meetings, and distributing meeting summaries to workgroup members.

The Medical and Public Health Work Group supports the following Bay Area UASI Goals:

#	Supported Bay Area UASI Goals
5	Enhance Medical and Public Health Preparedness

I. Purpose

The purpose of the Bay Area UASI Medical and Public Health Workgroup is to provide a forum for coordinating and sharing information about projects, exercises, and planning efforts relevant to the Bay Area medical and public health community. The Workgroup supports Goal 5 of the Bay Area UASI Homeland Security Goals and the following Core Capabilities:

- Public Health, Healthcare, and EMS
- Fatality Management
- Environmental Response / Health & Safety
- Health and Social Services

National Priority Projects: The Work Group will provide oversight and input to relevant projects within the National Priority areas as defined by the Department of Homeland Security in the UASI Notice of Funding Opportunity.

II. Member Roles and Responsibilities

Members of the Workgroup are expected to attend scheduled Workgroup meetings in person or via teleconference, if necessary, for the purpose of:

- Providing subject matter expertise and jurisdictional perspectives to the oversight of applicable projects
- Providing updates on Medical and Health preparedness related projects that may be of interest to other Workgroup members
- Engaging in current regional collaboration efforts

The Medical & Public Health Workgroup is scheduled to meet quarterly during 2020. Each meeting will last no more than 2 hours. Additional correspondence to Workgroup members will be conducted via email from the Chairperson. Workgroup members are encouraged to participate in regional workshops, relevant trainings, and other UASI regional workgroups, as appropriate.

Note: all remaining work group meetings for 2020 have been cancelled due to the COVID-19 response.

III. 2020 Focus Areas

The following are focus areas for the Medical & Public Health Workgroup in 2020:

- Stop-the-Bleed projects
- Metrics and measuring capacity to achieve THIRA/SPR capability targets
- Air quality messaging and wildfire smoke planning



Bay Area UASI Management Team Training & Exercise Work Group 2020 Annual Plan

The Regional Training and Exercise Work Group is managed through the Bay Area Training and Exercise Program (BATEP). BATEP is co-administrated by Corinne Bartshire of the UASI Management Team and Jim Bailey of Sensemakers, LLC. The BATEP Co-Administrators are responsible for developing meeting agendas, scheduling and facilitating regular meetings, and distributing meeting summaries to workgroup members.

The Training and Exercise Work Group members will prepare an Integrated Preparedness Plan (IPP) outlining a three year approach to offering training courses and exercise opportunities across public safety disciplines for Bay Area jurisdictions. The IPP is expected to be final in June 2020 and updated annually in the fall by the Work Group.

The Bay Area Training and Exercise Program supports the following Bay Area UASI Goals:

#	Supported Bay Area UASI Goals
2	Enhance the Protection of Soft Targets
3	Enhance Cybersecurity
4	Address Emergent Threats
5	Enhance Medical and Public Health Preparedness
6	Strengthen Emergency Communications Capabilities
7	Enhance Community Resilience
8	Enhance Information Sharing and Collaboration
9	Enhance All-Hazards Incident Planning, Response & Recovery Capabilities
10	Protect Critical Infrastructure and Key Resources

I. 2020 Project Oversight

The Workgroup will oversee the following projects:

- Training offerings for public safety disciplines including:
 - Fire
 - Law Enforcement
 - Public Health
 - Community Preparedness
 - Cybersecurity
 - Public Information
 - BayRICS
 - NCRIC
- Development of a new website for the BATEP
- Development of the Integrated Preparedness Plan (IPP)
- Design and conduct of a region-wide, multi-disciplinary, multi-agency exercise (Golden Eagle)
- First responder drills and exercises (i.e. participation in the Bay Ferry V Full-Scale Exercise)
- **National Priority Projects:** The Work Group will provide oversight and input to relevant projects within the National Priority areas as defined by the Department of Homeland Security in the UASI Notice of Funding Opportunity.

II. Member Roles and Responsibilities

Members of the Work Group are expected to attend scheduled workgroup meetings in person or via teleconference if necessary for the purpose of:



Bay Area UASI Management Team Training & Exercise Work Group 2020 Annual Plan

- Providing subject matter expertise and jurisdictional perspectives to the oversight of applicable projects
- Offering input to active subcommittees to ensure relevant and quality outcomes of all projects
- Participating in the review of draft and final project deliverables
- Engaging in current regional collaboration efforts and reporting updates to their organization's leadership

The Training & Exercise Work Group is scheduled to meet monthly during 2020. Each meeting will last no more than 2 hours. Additional correspondence to Work Group members will be conducted via email from the Co-Administrators. Work Group members are encouraged to participate in regional workshops, relevant trainings, and other events coordinated by this Work Group and its subcommittees. At a minimum, Work Group members should coordinate appropriate event participation by staff within their jurisdiction.

III. Future Focus Areas / Project Ideas

The following are focus areas for the Training and Exercise Work Group to consider approaching through regional coordination in future years:

- Increase the opportunity to accommodate “just-in-time” training requests from stakeholders.
- Host an annual stakeholders workshop to identify new and emerging training and exercise needs so they can be incorporated in the upcoming year's training calendar.
- Develop a regional fire, law enforcement and EMS rescue task force curriculum to increase out of hospital survival for victims following of an active shooter incident
- Develop an electronic course evaluation management system that will be used to evaluate training effectiveness.



To: Bay Area UASI Approval Authority

From: Janell Myhre, Regional Program Manager

Date: June 11, 2020

Re: Item 5: Regional Project Update

Action or Discussion Items:

Discussion.

Background:

Traditionally, the Management Team kicks off regional project tasks in January in order to complete identified objectives in December of the same year. Through the UASI work group forums, Bay Area public safety staff oversees and provides guidance to project execution throughout the year.

However, on January 31, 2020 as regional project work was beginning, a national public health emergency was declared due to a novel Coronavirus. On March 4, the State of California and over half of the Bay Area counties declared a public health emergency due to COVID-19. On March 11, the World Health Organization declared COVID-19 a global pandemic. Throughout March, restrictions on large gatherings were adopted by many Bay Area counties. The President declared a national disaster on March 13, opening up federal funding for local government support. By March 17, incidents of COVID-19 had been confirmed in all fifty states and the District of Columbia.

Discussion:

Many Bay Area Emergency Operation Centers (EOC) have been activated since the end of February to manage the COVID-19 incident. Subsequently, Bay Area public safety stakeholders have been needed to perform essential duties in their local jurisdiction, limiting their ability to provide input to regional project execution. Large gathering restrictions has also limited the ability to convene and conduct typical regional project activities.

Therefore, the Management Team has reviewed the need and timing for all regional meetings, initiatives and projects through the end of 2020. Due to the critical nature of COVID-19 response, the following revisions to workgroup meetings and project tasks were recommended and reviewed with UASI stakeholders for concurrence. A summary of agreed upon changes by project may be found in Table 1.

- All Q2 work group meetings were canceled. The remaining work group meetings will be limited to proposal or funding related topics and be held virtually or via conference call.
- All Fall 2020 exercises are moved to 2021. Funding amounts will be moved to next year to supplement 2021 exercise planning.

Table 1: Regional Project Summary of Changes

Project	Original Scope	Revised Scope
Golden Eagle (GE) Exercise	September 2020 Functional Exercise	September 2021 Enhanced Functional Exercise
Critical Transportation Capability Building	September 2020 Tested in GE Functional Exercise	September 2021 Tested in GE Functional Exercise
Joint Information System (JIS) Public Information Exercise	September 2020 Coordinated with GE Functional Exercise	September 2021 Enhanced activities coordinated with GE Functional Exercise
Bay Area Mass Prophylaxis Exercise Planning Support	November 2020 Full Scale Exercise support	November 2021 Full Scale Exercise support
Bay 72 Alert Registration Campaign* <i>*Fire Season preparation</i>	Oct 2020 Landing Page for all Bay Area County Alert & Warning sign up Oct 2020 Media Campaign buy with information targeted for each county	Oct 2020 Landing Page for all Bay Area County Alert & Warning sign up Oct 2020 Regional Media Campaign buy Oct 2021 Media Campaign buy with information targeted for each county
Regional Bay Area Mass Notification System Users Conference	May 2020 Conference	Daily (Feb-Dec 2020) Regional JIS call administrative support during COVID-19 Dec 2020 After Action Meeting and Report
Disaster Service Worker Program	April 2020 Region-wide DSW gap assessment	Dec 2020 Region-wide DSW gap assessment and recommendation with COVID-19 considerations



To: Bay Area UASI Approval Authority
From: Janell Myhre, UASI Program Manager
Date: June 11, 2020
Re: Item 06: Risk Management Program Update

Staff Recommendation:

No recommendation

Action or Discussion Items:

Discussion

Discussion:

Highlights from the Risk Management Program include the following activities:

The NCRIC has updated the Direct Patient Healthcare sub-sector.

- Added and updated assets; provided additional asset details
 - Facility info (e.g. ER, bed count, contact info, etc.)
 - Links to asset records for additional details about each facility
- Removed duplicate assets
- Ensured prioritization parity across jurisdictions
- Negligible change to the relative hub asset risk percentages

Next steps:

The next step in the 2020 THIRA/SPR process is to gather input for the SPR from subject matter experts, including the UASI Regional Workgroups. The final document will be presented to the Approval Authority at the November meeting in preparation for submission to FEMA in December.

The attached Appendix A is an accompanying PowerPoint presentation.

Bay Area UASI

2020 Bay Area UASI Risk Management Program Update

June 11, 2020





2020 Risk Management Timeline

2020 Activities

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kickoff												
Cal COP Training												
Asset Data Update												
SPR Workshop												
SPR Data Validation												
THIRA / SPR AA Approval												
THIRA / SPR Due to FEMA												



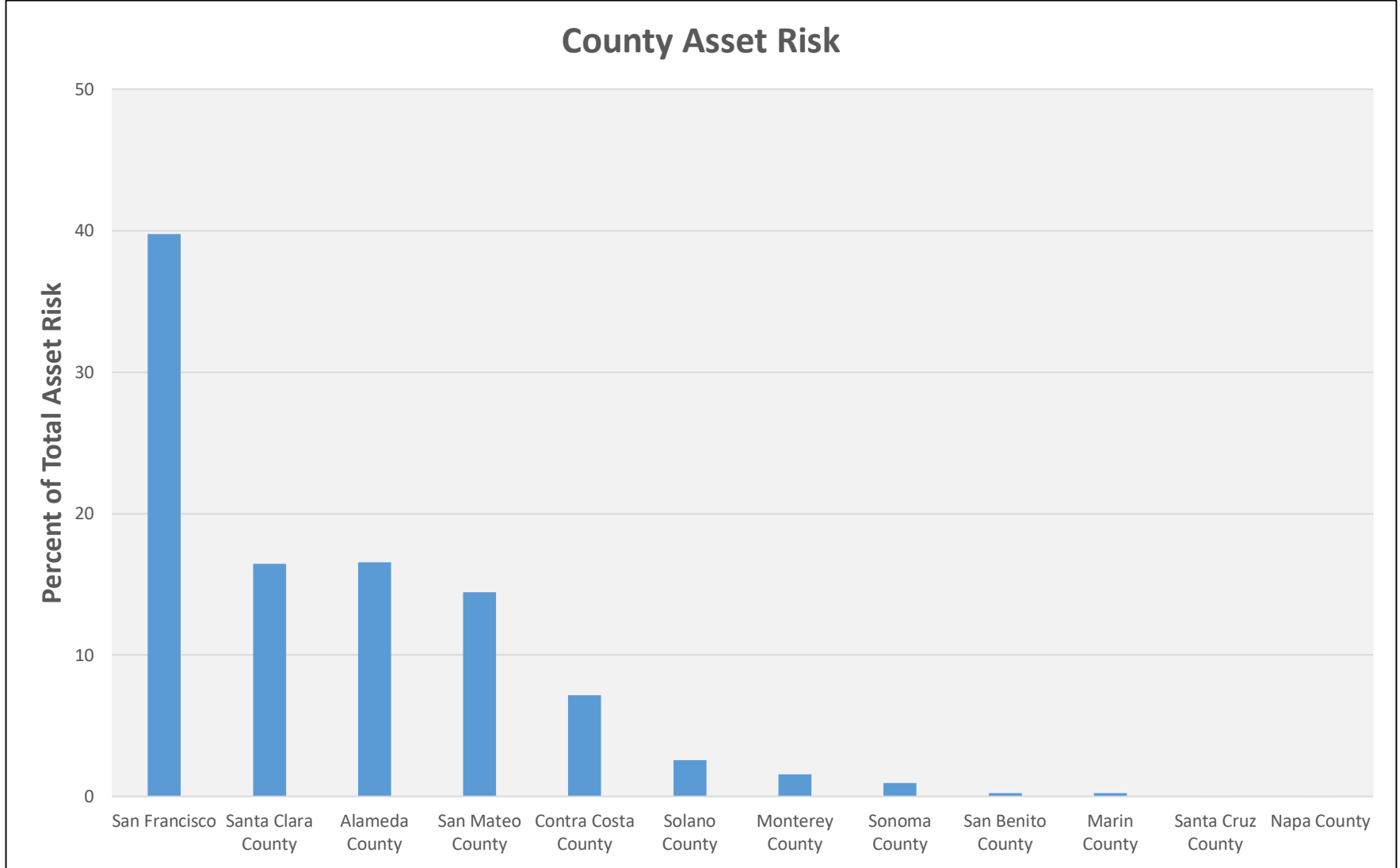
Asset Highlights

NCRIC updated Direct Patient Healthcare sub-sector

- Added/updated assets; provided additional asset details
 - Facility info (e.g. ER, bed count, contact info, etc.)
 - Links to asset records for additional details about each facility
- Removed duplicate assets
- Ensured prioritization parity across jurisdictions
- Negligible change to the relative hub asset risk percentages



2020 County Asset Risk





THIRA / SPR Update

- 2020 Requirements:
 - SPR Only - Core Capabilities for Prevent, Protect, Mitigate Mission Areas
- SPR Workshop scheduled for July
 - Prevent and Protect Core Capabilities
 - Participants
 - Law and Enforcement and Critical Infrastructure SMEs
 - UASI grant sub-recipients with related projects
 - Focus
 - Current capacity to meet targets
 - Gaps and gap closing strategies
- July - September – validate SPR data



THIRA / SPR Next Steps

- August – September
 - Workgroup Core Capability Gap Tracking Discussion
 - Mitigation Mission Area – EMWG Input Gathered in August
- October
 - SPR/Grant Projects Incorporation
 - Review the DHS Whole Community Input Form and Aggregator Tool
 - Determine Final Tracking Mechanism
- October
 - Finalize SPR
- November
 - Present SPR to Approval Authority
- December
 - Submit SPR to FEMA

For questions contact:

Janell Myhre

janell.myhre@sfgov.org

415-760-1500

Thank you.





To: Bay Area UASI Approval Authority

From: Mary Landers, Regional Grants Manager

Date: June 11, 2020

Re: Item 7: FY21 Project Proposal Guidance

Staff Recommendation:

Approve the FY21 Project Proposal Guidance

Action or Discussion Items:

Action

Discussion:

The Management Team is pleased to present the Project Proposal Guidance for the FY21 UASI funding cycle. This document contains all requirements and procedures for the FY21 sub-recipient grant application, national priority projects, review, and approval process.

The timeline and general approach of the process is consistent with prior years. The proposal submission period begins in late September, hub meetings are in January, and Approval Authority final approval of projects is planned for March. The FY21 Proposal Guidance includes information on submission, criteria, and roles and responsibilities; a summary timeline; allowable spending guidelines; and a sample proposal. The Management Team welcomes feedback and suggestions concerning the proposal process.

Updated materials:

- ***Continued Simplified Format:*** Continuing last year's simplified Proposal Guidance document, the main document includes basic information with four appendices providing additional information: Preparing the Application, a List of Allowable Costs, National Priority Project Guidelines, and a sample grant application.
- ***Regional Projects:*** We continue to define a regional project as one that benefits three hubs in an equitable manner (note: equipment purchased by one jurisdiction and made available to neighboring hubs does not qualify as a regional project). Regional projects are defined as either "sustainment" or "new" regional projects. Agencies wishing to submit a request for a new regional project must first bring it to the appropriate work group for their vetting and approval. All Work Group-approved regional projects will be provided to the Approval Authority during their review process. Only a limited amount of funding for regional projects is available each

year; for this reason, we provided a list of the amount of funds and number of projects approved in FY 20.

- ***Working Groups and UASI Goals:*** In response to the National Priority projects, Cal OES revised their list of Homeland Security Goals, we have revised the table indicating how our Work Groups align with our Goals and, in turn, align with the State’s Homeland Security Goals.
- ***Appendix A- “National Priority Projects Guidance”:*** New for FY 21, this document provides a description of DHS/FEMA’s new National Priorities and the criteria and the evaluation process used to receive funding through this new competitive process. Work groups will be responsible for developing large scale projects that may meet the national priority requirements.

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 operational area/core city to identify which proposals should be submitted for UASI funding. Counties often combine such UASI proposal vetting with decision-making on their SHSP allocation.
- ***Proposal Review:*** Approval Authority Members will be able to review their jurisdictions’ proposals from November 9-27, 2020. 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.



**Project Proposal Guidance
for Fiscal Year 2021**

Approved by the Approval Authority on XXXXXX

Table of Contents

1. UASI GRANT PROGRAM OVERVIEW	2
2. GRANT PLANNING EFFORTS	2
3. PROPOSAL CRITERIA	2
4. CORE CITY FUNDING	3
5. POTENTIAL HUB FUNDING AMOUNTS	3
6. SUSTAINMENT PROJECTS	3
7. REGIONAL PROJECTS	4
8. NATIONAL PRIORITY PROJECTS	4
8. DEVELOPING AND SUBMITTING PROPOSALS	4
9. ROLE OF THE WORK GROUPS	6
10. PROPOSAL REVIEW PROCESS	7
11. ROLE OF THE HUB VOTING MEMBERS	8
12. ROLE OF THE APPROVAL AUTHORITY	10
13. SUMMARY TIMELINE	11
APPENDIX A – GUIDANCE FOR PREPARING HOMELAND SECURITY GRANT APPLICATIONS	
APPENDIX B – SAMPLE GRANT APPLICATION	
APPENDIX C – LIST OF ALLOWABLE COSTS	

This guidance provides an overview of the process and requirements for applying for funds through the Bay Area UASI for the FY21 grant year. Please note that this guidance remains interim until the Department of Homeland Security (DHS) releases the FY21 Notice Of Funding Opportunity (NOFO). This guidance does not include the updated rules governing allowable expenses under the UASI grant for FY21.

Section 1. UASI Grant Program Overview

The Bay Area UASI Program provides funding through a grant award by the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) and is designed to assist high-threat, high-density Urban Areas in efforts to build, sustain, and deliver the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

Section 2. Grant Planning efforts

Each year, planning efforts for the Bay Area grant program begin before the release of grant funds. Therefore, eligible application amounts are based on the preceding year's award (e.g. this year, FY 20 award amounts are being used for the FY 21 process). The Bay Area UASI conducts a project proposal process and agencies are required to submit applications into the online WebGrants system. After a review process by the UASI Management Team, Hubs conduct their selection process. Lastly, the region's Approval Authority is presented with all the selected projects for their approval. Final funding amounts depend on the actual grant award and the deduction by the state of their eligible retention funds.

Section 3. Proposal Criteria

All proposals must meet the following criteria:

- Have a clear “nexus to terrorism,” – i.e., the proposal must specify how the activities will support preparedness for terrorist incidents
- Directly benefit at least two operational areas
- Support at least one of the region's homeland security goals (see Section 9)
- Include only allowable expenses under UASI grant guidelines (See Appendix C)
- Describe how the proposed investment supports closing gaps or sustaining capacity in one or more of the 32 core capabilities.

In addition, proposals may only be submitted by a government agency within the twelve-county Bay Area UASI footprint and must have approval of the relevant department head. Community-based and nonprofit groups must submit proposals through a government sponsor/partner.

The person submitting the form must be the person who will be primarily responsible for implementation of the project (“Project Lead.”) This same person is also required to be a member of one the Bay Area UASI work groups, and must either attend the proposal kick off meeting on Thursday September 17 or listen to the webinar version on the UASI website (www.bayareauasi.org) prior to submitting the proposal.

Section 4. Core City Funding

Annually, the Bay Area UASI funds the three cities of Oakland, San Francisco, and San Jose with “core city” funds. Each city receives \$1,000,000. All projects using core city funds must follow the same requirements as hub funds (i.e. they must benefit two (2) operational areas and support closing gaps or sustaining capacity in one or more of the 32 core capabilities.

Section 5. Potential Hub Funding Amounts

The Bay Area has been divided into four (4) hubs by geographic area. Most applications will be submitted through your local Hub. As stated above, until the FY21 grant award is announced, the Bay Area will operate under the assumption that the FY21 funding will be equal to the amount allocated in FY20. Because of the required 20% national priority project allocation, only 80% of funding will be available to the hubs. (See Section 8, National Priority Projects). For reference, below please find the FY20 hub amounts, less 20%. These amounts will be used in the FY21 cycle for planning purposes:

FY 20 UASI Hub Allocations

East Hub	\$ 1,519,361
North Hub	\$ 559,970
South Hub	\$ 1,604,014
West Hub	\$ 2,710,136

- Any project designated by the work group and/or determined by the Management Team as “regional”, “National Priority” or “core city” may not be submitted through the hub process.

Section 6. Sustainment Projects

Each year, the Bay Area UASI continues funding certain projects “off the top” with approval from the Approval Authority. There are three (3) sustainment projects currently funded by the UASI:

- Northern California Regional Intelligence Center (NCRIC)
- Training and Exercise
- Public Safety Information Sharing

The FY 20 funding amount of these sustainment projects was \$11,143,413. This funding amount is subject to change based on the FY 21 grant award.

Section 7. Regional Projects

A regional project is defined as one that benefits at least three hubs in an equitable manner. A proposer wishing to submit a new regional project request must do so through the appropriate work group for review and approval. The list of work groups is provided below in Section 10 “Role of the Work Group”.

Any equipment request for purchase by a single jurisdiction and made available to neighboring hubs on an ad-hoc or mutual aid basis does not qualify as a regional project because it does not meet the threshold of benefiting other hubs in an equitable manner.

Note: The amount of available funding for regional projects is based on unspent funds from the past grant year. Therefore, the amount of available regional funds varies from year to year. In FY 20, \$551,126 was allocated to 6 projects.

Applying for a regional project:

In order to ensure a fair and consistent approach to funding throughout the region, all potential regional projects must be presented to the appropriate work group for vetting and approval.

- The UASI Management Team will send notices to all their work group members, notifying them that regional project proposals must be vetted by the work group and determined to be regional before they can be submitted during the WebGrants process.
- Any proposal designated by the work group and/or Management Team as “hub” , “core city”, or “NP” may not be submitted as regional.
- Proposers of projects designated as regional must confirm the name of the work group that approved their request, the name of the UASI project manager, and the date of the approval in their WebGrant application.
- All work group- approved regional projects will be sent to all Approval Authority members for their review.

Note: It is the responsibility of the proposer to vet their proposal idea with a work group in a timely manner before the October 9 submission deadline. Please see Section 10 below for more information about Bay Area UASI work groups.

Section 8. National Priority Projects

In the FY 2020 Notice of Funding Opportunity (NOFO), DHS/FEMA made a significant change in the application process when it identified priority areas for which HSGP funds were to be allocated and a range of target allocation funding – minimum to maximum – to be awarded to each urban area.

Each of the four identified National Priority areas required a 5% allocation of funds for a total minimum allocation amount of 20% of the total application.

In FY 20, the four priority area investments included:

- Enhancing cybersecurity (including election security) – 5 percent;
- Enhancing the protection of soft targets/crowded places (including election security) – 5 percent;
- Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS – 5 percent;
- Addressing emergent threats (e.g., unmanned aerial systems [UASs], etc.) – 5 percent.

At least one project in each of the four priority areas was required and subject to review by DHS/FEMA for risk and effectiveness. Projects deemed ineffective will receive reduced awards. Therefore, applicants were advised to apply for funding that is at least 15% over the high end of the target allocation range. The initial range for the Bay Area in the NOFO was \$30,000,000 – 37,500,000. Subrecipients were allowed to utilize the remaining 80 percent for local projects to close identified gaps in regional/local Threat and Hazard Identification and Risk Assessments (THIRA) and Stakeholder Preparedness Review (SPR) processes.

Due to the Covid19 pandemic, DHS/FEMA later advised all applicants that a competitive process would not be conducted and that the high end of the initial range would be awarded to every applicant (subject to review and revision by DHS/FEMA). The Bay Area UASI's portion of this award is \$37,500,000.

For the purposes of the FY 21 application process, it is expected that national priority projects will again be required and that a competitive process will be conducted. These projects, meeting one of the four national priorities, will be regional in nature (i.e. benefiting all 12 counties) and should be developed within the appropriate work group for review and approval. The list of work groups is provided below in Section 10 "Role of the Work Group".

Note: In FY 20, the 5% allocation for each of the national priority projects was \$1,550, 625.

Applying for a national priority project:

All potential national priority projects must be presented to the appropriate work group for vetting and approval.

- The UASI Management Team will send notices to all their work group members, notifying them that national priority project proposals must be vetted by the work group and determined to be a national priority project before they can be submitted for review by the Approval Authority.
- Approval Authority members will review and approve those projects submitted as National Priority projects.
- Projects that are approved by the Approval Authority and meet the FY 2021 NOFO guidance will be drafted in conjunction with the project lead.

Note: National Priority projects will be reviewed by FEMA for effectiveness. The review process is competitive, See Appendix A describing the required criteria.

Section 9. Developing and Submitting Proposals

FY 21 UASI proposals must be submitted to the Management Team between Friday, September 18 and Friday, October 9, 2020. All proposals must be submitted by 5pm on Friday, October 9. Late proposals will be ineligible.

Kick off Meeting:

All persons submitting FY 21 proposals are required to either attend the FY 21 proposal kick off workshop/webinar on Thursday, September 17, 2020 or review the webinar prior to submitting a proposal (available at www.bayareauasi.org). Please note the Management Team will notify our primary stakeholders of the kick off meeting. However, ultimately, county and core city leadership will be responsible for distributing notification emails regarding UASI project proposal information to a wider audience their cities and agencies.

Drafting your proposal:

All proposers must determine which Goal and Core Capability best fits their project. Attached as Appendix B, is a guide to the drafting of proposals (investment justification). Table 1 in the document indicates the possible proposal number (investment), the Bay Area UASI Goal, and the proper UASI Core Capability. The document also provides further descriptions and projects that may fit into the investment.

WebGrants System:

All proposals must be submitted through WebGrants. A sample proposal can be found in Appendix D of this guidance. The online proposal form will be available as of September 17 upon logging into WebGrants. The Management Team will offer training on using the system for submitting proposals at the Thursday September 17 proposal kick off workshop/webinar.

Additional information:

Local Jurisdiction Internal Vetting:

Many Bay Area UASI jurisdictions undergo their own internal vetting process to identify which proposals should be submitted for UASI funding. Counties sometimes conduct UASI vetting along with their State Homeland Security Program (SHSP) decision-making. Such processes are the responsibility of each jurisdiction. However, the Management Team is available upon request to assist jurisdictions in planning their internal vetting processes.

Management Team Support:

Management Team staff is available to answer questions and provide support on compliance, proposal criteria, as well as using the WebGrants system. All proposers are urged to access Management Team staff assistance in order to submit timely and compliant proposals.

Proposals for Positions:

Funding requests for any staff position must be submitted individually as its own project with its own proposal. Multiple positions may not be bundled within one proposal nor can positions be combined with other funding uses (e.g., equipment, training) within one proposal. Please also note that all staff positions are limited to a maximum duration of 14 months.

Support of THIRA and SPR process:

The Federal Emergency Management Agency (FEMA) requires that the region submit a Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) on an annual basis. The SPR is a self-assessment of the region’s current capability levels against the targets identified in the THIRA.

All projects (i.e. core city, hub, or regional) shall describe how the proposed investment supports closing capability gaps or sustaining capabilities identified in the THIRA/SPR process. More detail is provided in Appendix B- “Bay Area UASI FY 2021 Guidance for Writing Your Grant Application”.

Section 10. Role of the Work Groups

The Bay Area UASI encourages subject matter experts to discuss possible projects through the Bay Area UASI work groups. Work group meetings are open to all governmental agencies within the twelve county footprint of the Bay Area UASI. They meet on a monthly or quarterly basis and are chaired by project managers from the UASI Management Team. Approval Authority members should ensure their jurisdictions are represented in work groups for optimum inclusion in UASI project discussions. Each work group aligns with Bay Area UASI Goals which align to California’s Investment Justification process.

The work groups and their areas of responsibility for FY 21 are:

Investment	Bay Area UASI Work Group	Bay Area UASI Goal	State Homeland Security Goal
1	NCRIC only	National Priority: Enhance Info & Intelligence Sharing	National Priority: Enhance Info & Intelligence Sharing
2	CBRNE Public Information and Warning Training and Exercise	National Priority: Enhance the protection of soft targets	Enhance the protection of soft targets
3	Cyber Resilience Training and Exercise	National Priority: Enhance Cybersecurity	National Priority: Enhance Cybersecurity
4	CBRNE Public Information and Warning Training and Exercise	National Priority: Address Emergent Threats	National Priority: Address Emergent Threats
5	Medical and Public Health Training and Exercise	Enhance Medical and Public Health Preparedness	Enhance Medical and Public Health Preparedness
6	Public Information and Warning BayRICS Radio Operators Advisory Group Training and Exercise	Strengthen Emergency Communications Capabilities	Strengthen Emergency Communications Capabilities
7	Emergency Management Training and Exercise	Enhance Community Resilience	Enhance Community Resilience
8	Public Safety Information Sharing Training and Exercise	Strengthen Information Sharing and Collaboration	Strengthen Information Sharing and Collaboration
9	Emergency Management Training and Exercise	Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities	Enhance All Hazard Incident Planning, Response, & Recovery
10	CBRNE Training and Exercise	Protect Critical Infrastructure and Key Resources	Protect Critical Infrastructure and Key Resources

Bay Area UASI work groups have a special role in vetting regional and NP project proposals. Regional proposals need to be vetted and approved by a Bay Area UASI work group prior to the October 8, 2020 proposal submission deadline.

Please contact Janell Myhre, Bay Area UASI Regional Program Manager, at (415) 353-5244 or Janell.Myhre@sfgov.org for information on work groups and their meeting schedules.

Section 11. Proposal Review Process

On October 8, the Management Team will begin reviewing all submitted proposals for compliance with the proposal criteria (see Section 3). Proposals that do not meet the criteria will be ineligible and will be removed from further consideration for funding.

The Management Team will also undertake a financial and programmatic review of all proposals. Proposers may be contacted to correct errors and resubmit proposals, and/or the Management Team may make such corrections and notify the proposers. Proposals that are not resubmitted by the designated date will not proceed further in the review process.

The Management Team will share proposals with Approval Authority members for review in November and then with hub voting members in December 2020. See sections below for more details on the hub and other review processes, as well as Section 13 for the summary timeline.

Section 12. Role of Hub Voting Members

The Bay Area UASI utilizes hub groups to prioritize proposed projects submitted by local government jurisdictions. Hubs are based on the geographical location of agencies grouped by county in four sectors of the Bay Area - North, East, South and West (see map on page 11).

Hub Composition:

In the fall, the Management Team will ask each Approval Authority member to assign one (1) to three (3) people to represent his or her county/core city in the hub proposal prioritization process. Please note that the Approval Authority members may make other arrangements for representation at hub meetings, provided that this is the agreement of all the Approval Authority members representing those counties/core cities of the hub in question. Hub representatives are referred to as “hub voting members.” Approval Authority members are urged to appoint representatives to serve as hub voting members that reflect the diversity of the Bay Area Homeland Security Goals.

Preparations for Hub Prioritization:

On December 11, 2020, the Management Team will provide hub voting members with all submitted proposals for their hubs that meet the specified criteria on page 2 of this guidance and that have been confirmed by the corresponding jurisdiction’s Approval Authority member. Hub voting members should become familiar with all hub proposed projects prior to the hub meeting and come to the hub meeting prepared to discuss project submissions with other hub voting members. The Management Team is available to assist hub voting members with any questions or

concerns, including arranging information from regional subject matter experts in advance of the hub deliberations.

Proposal Prioritization Process:

The Management Team will convene hub prioritization meetings in January 2021. The goal of each hub meeting is to create a list of projects in order of priority. The amount of available funding for each individual hub is based on the previous year's awarded allocation (see Section 5 for these amounts).

Each hub will develop a list of these prioritized projects based on regional need and local capabilities. Hubs may also designate other criteria as mutually agreed upon (e.g., provides scalable solutions, leverages other funding sources, and benefits the most operational areas.) Ideally, these projects will be prioritized by agreement of all the members. However, if necessary, a vote may be taken.

Projects will be listed as "above the line" or "below the line". The "line" is defined as the expected grant funding to be awarded to the hub based on the previous year's amount. So, a project that is placed "above the line" falls within the expected allocation amount. Alternatively, a project that is placed "below the line" falls outside of the expected allocation amount. Each hub should carefully develop their list of "below the line" projects.

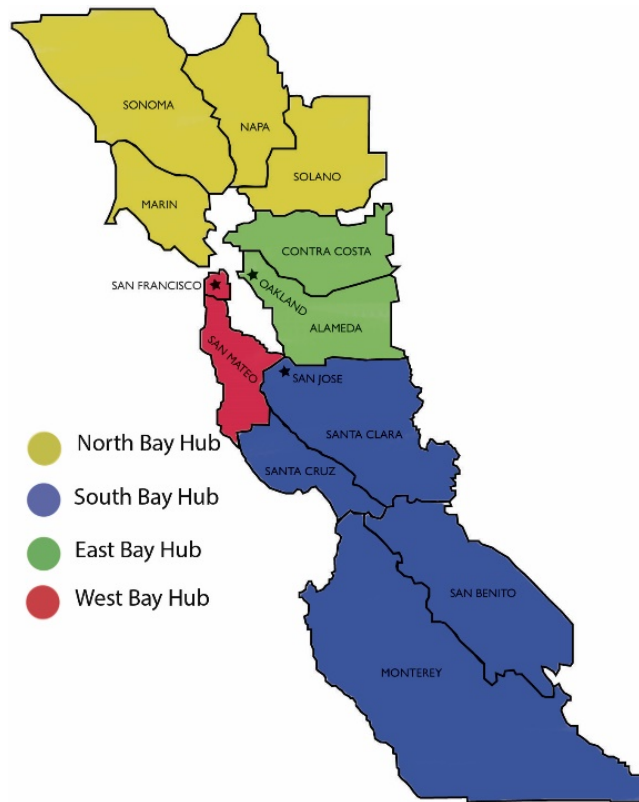
Please note: If additional funds become available for any reason, the Management Team will utilize the currently approved prioritized list to appropriate funding to "below the line" projects.

Modifications to Proposals:

Hub voting members may make modifications to proposals during their deliberations with the agreement of the original project proposers as long as these modifications are consistent with the original goals of the project. Recognizing that the discussion of needs at the hub level may generate new ideas and opportunities for cooperation, in special circumstances hubs may also propose new projects with the approval of the Bay Area UASI General Manager and the relevant Approval Authority members. Such projects must meet all of the funding criteria presented on page 3.

Facilitation of Hub Meetings:

All four hubs will have decision-making meetings coordinated, facilitated, and led by UASI Management Team staff members during January 2021.



Section 13. Role of the Approval Authority

The following is a summary of key actions, responsibilities, and decision-points for Approval Authority members in the FY21 proposal process :

- **Work Groups:** Approval Authority members should ensure that their jurisdictions are represented on Bay Area UASI work groups (see Section 10, Role of the Work Groups).
- **Hub Voting Members:** Approval Authority members should designate 1-3 hub voting members to participate in hub meetings. The Management Team will solicit this information from members in the fall of 2020. (See Section 12, Role of Hub Voting members).
- **Proposal Compliance:** Approval Authority members should ensure that those submitting FY 21 proposals attend the proposal kick off meeting on Thursday, September 17 or review the webinar online at www.bayareauasi.org. All proposers are required to attend/view the presentation. (See Section 3, Proposal Criteria and Section 9, Developing and Submitting Proposals, for more information).

- **Proposal Review:** Approval Authority members will have the opportunity to review their jurisdictions' proposals and all regional projects from November 11 – 30, 2020. The member may remove a hub project from consideration by notification to the Management Team and the proposer.
- **Approve Regional Projects:** Approval Authority members will approve the list of all regional proposals. This will occur at the January 14, 2021 Approval Authority meeting.
- **Approve National Priority projects:** Approval Authority members will approve the list of all NP project proposals. This will occur at the March 11, 2021 Approval Authority meeting or as soon as possible following FEMA's issuance of the Homeland Security Grant Program Notice of Funding Opportunity (NOFO).
- **Approve All Other Projects:** Approval Authority members will review/approve all hub projects recommended by hub voting members. This will take place at the March 11, 2021 Approval Authority meeting or as soon as possible following FEMA's issuance of the Homeland Security Grant Program Notice of Funding Opportunity (NOFO).
- **Approve Grant Allocations:** Approval Authority members will approve allocation amounts among the categories of core city allocations, regional projects, and hub projects. This action will take place at the next Approval Authority meeting following FEMA's issuance of the NOFO, estimated to be the March 11, 2021 Approval Authority meeting.

Section 14. Summary Timeline

WHO	WHAT	WHEN	DESCRIPTION
Management Team	Outreach	July 2020	Management Team sends the FY21 project proposal guidance to UASI stakeholders
UASI Work Groups	Proposal discussions	July - September 2020	Work groups discuss regional gaps and priorities and review potential regional and national priority proposals
Management Team	Kick off workshop and webinar	September 17, 2020	This meeting/webinar is required for all those submitting proposals.
UASI Stakeholders	Proposal submissions	September 18 – October 9, 2020	UASI stakeholders submit proposals through the WebGrants system.
Management Team	Compliance review	October 12 – November 6, 2020	Management Team reviews proposals and checks for compliance.
Approval Authority	Proposal review	November 9 – 27, 2020	Review period for Approval Authority members.
Hubs	Proposal review	December 11, 2020	Management Team sends proposals to hub voting members for review.
Hubs	Prioritize	January 2021	Hubs meet on specific days in January 2021 and list projects in order of importance.
Approval Authority	Approve existing regional projects	January 14, 2021	Existing regional project proposals presented to the Approval Authority.
Approval Authority	Approve	March 11, 2021 (estimate)	Approval Authority approves hub, new regional and national priority projects as well as FY21 allocations

APPENDIX A

Bay Area UASI FY 2021

National Priority Projects

Guidance



Introduction

In FY 2020, DHS identified four priority areas of the most concern and determined that these four priorities should be addressed by allocating specific percentages of HSGP funds to each of these four areas, for a total of 20 percent. DHS/FEMA initially planned to create a competitive submission and review process with an allocation range to award UASI funds based on risk and the anticipated effectiveness of the proposed use of grant funds. Applicants were strongly encouraged to apply for funding at least 15% over the high end of their target allocation range because applications deemed to be ineffective would not be funded. However, due to the Covid-19 pandemic, all urban areas were awarded the high end of the targeted range. In the case of the Bay Area UASI, this amounted to \$37,500,000. It is anticipated that the process of awarding additional grant funds for these National Priority projects will continue in FY 21.

Application process

In each FY 21 application, a separate investment for each of the four national priority areas identified in the Notice of Funding Opportunity (NOFO) is required. In FY 20, these projects included: Enhancing cybersecurity (including election security); Enhancing the protection of soft targets/crowded places (including election security); Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS; and Addressing emergent threats (e.g., unmanned aerial systems [UASs]). Each of the four investments must total 5% for a total percentage amount of 20% of all available allocated funds. These projects will be further defined in the FY 21 NOFO, but work groups should plan to develop general large scale projects that could be tailored to meet FY 21 national priority projects.

Review and Evaluation Process

The review process includes a risk methodology and effectiveness review to determine the relative risk of terrorism faced by the Bay Area with consideration of the potential risk of terrorism to people, critical infrastructure, and economic security. The analysis includes, but is not limited to, threats from violent domestic extremists, international terrorist groups, and individuals inspired by terrorists abroad. The second part of the review determines whether the proposed project is clear, logical, and reasonable and whether it contributes to national preparedness. Consideration will be given to how well the project is described and how well it addresses the objectives and strategies. Risk and effectiveness will be given equal consideration in determining final award amounts.

FEMA will evaluate the applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments, utilizing the following criteria:

- Meets the national priority required spend percentages.
- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

Factors such as the objectives and strategies proposed to address the national priority area, how the objectives and strategies overcome legal, political, or practical obstacles to reduce overall risk, the process and criteria to select additional relevant projects, and the approach to monitor awards to satisfy the funding percentage allocations. Effectiveness will be evaluated prior to award and may impact the final overall award amount. To that end, IJs should include:

- How the proposed investment addresses the national priority;
- An explanation of how the proposed projects were selected and will achieve objectives and strategies to build or sustain the core capability gaps identified in the SPR, including expected long-term impact where applicable;
- A summary of laws, policies and practices that can be enhanced, eliminated, or otherwise changed in order to achieve the goals of the project and foster a culture of national preparedness;
- A summary of the collaboration efforts to prevent, prepare for, protect against, and respond to acts of terrorism as well as anticipated outcomes of the project.

Project Scoring

Five factors will be used in scoring the competitive projects:

1. **Investment Strategy (30%):** Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.
2. **Budget (10%):** Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
3. **Impact/Outcomes (30%):** Proposals will be evaluated on how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and addresses national priorities outlined in the FY 21 NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.
4. **Collaboration (30%):** Proposals will be evaluated based on the degree to which the proposal adequately details how the recipient will use investments and other means to overcome existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional and nonprofit partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation. In evaluating applicants under this factor

FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

5. Past Performance (additional consideration): Proposals will be evaluated based on the applicants demonstrated capability to execute the proposed investments. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

Review and Selection Process

All applications will undergo a Federal review conducted by DHS and FEMA. Results of the effectiveness analysis may result in a reduced grant award.

All national priority investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria found in the NOFO.

Fusion center projects will be reviewed by DHS/FEMA for compliance with HSGP NOFO requirements to prioritize the alignment of requests with results from the annual Fusion Center Assessment Program. If a fusion center investment does not meet the requirements, a Fusion Center Addendum must be completed and submitted for review and approval prior to expending funds allocated to fusion center activities.

All other proposed investments not associated with a required investment justification will undergo a Federal review by DHS/FEMA to verify compliance with all administrative and eligibility criteria identified in the NOFO.

APPENDIX B

Bay Area UASI FY 2021

Guidance for Writing Your Grant Application



INTRODUCTION

The purpose of this guidance is to assist in developing and writing project proposals (investment justifications), and aligning them with the correct investment areas, core capability, and capability target. Following changes first introduced in the federal FY 20 Notice of Funding Opportunity (NOFO), this FY 2021 document includes new requirements, as noted below.

Define and Develop Your Project

The budget elements of a project must include one of the following POETE categories:

- Planning/Plans/Personnel
- Organization/People/Teams
- Equipment
- Training
- Exercises

Project Development Principles

When developing a project, the following principles should apply:

- **Give the project a SHORT, clear title.** Directly link the title to the project description and provide a clear indication of the focus of the project. For example, “public information officer (PIO) Training”, “HazMat Team Equipment”, or “Cybersecurity Assessment of City’s Networks” are all valid project names. Project names such as “Exercises” or “Data Sharing” are too vague.
- **Be descriptive, but brief.** A project description should be no more than two to three sentences. Do not include unnecessary information that doesn’t describe what the project is truly about.
- **Be sure your project aligns to the THIRA and SPR.** New for 2021, your description should identify the threat your project is addressing, and how this threat will be reduced if funding is provided.

Remember, all projects must have a nexus to terrorism preparedness, even if it will also address natural hazards preparedness.

Describe the Project

Please include the following information when developing and describing a project:

- **Who** the project is for, e.g., your city/county’s HazMat team, bomb squad, or emergency operations center (EOC), etc.?
- **What** the project entails, e.g., develop plans, purchase equipment, conduct training, etc.?
- **When** will you be working on this project?
- **Where** is your jurisdiction?

Bay Area UASI Guidance for Writing Homeland Security Grant Application

- Describe **why** the project is necessary, or the intended benefit/outcome.

The following is an example of an effective project description:

- *Install fencing, lighting, and gates, at the Water Treatment Plant, in Alameda County, in 2021, to protect the plant from unauthorized intrusion.*

Using the “why” element of these projects is the best way to help determine which is the most appropriate Core Capability as well as how it reduces the threat to your community. If your project describes improving emergency communications capabilities, then you will use “Operational Communications” as your Core Capability.

The following are examples of insufficient project descriptions.

- Incident Command System (ICS) 300 and 400 training
- Encryption Hardware/Software
- HazMat response team training, CERT training, PIO training

None of the above projects provides enough detail to understand what the projects entail. In the third example, multiple types of training are grouped together but each has a different Core Capability.

SIX STEPS TO DEVELOPING YOUR PROJECT:

STEP ONE*

Determine the appropriate IJ number. Below is the list of Investment Justifications (IJs) or projects with a brief description. Please review them to assist in determining which description is the best fit. Each IJ has a few sample examples to guide you in your selection.

***New for 2021:** IJs 1-4 are for National Priority Projects only and will be reviewed on a competitive basis for additional funding after submission to DHS. These projects are each worth 5% and make up 20% of the total grant award. In FY 20, in addition to any other project, DHS required a project pertaining to election security in both IJ 2 (Protection of Soft Targets) and IJ 3 (Cybersecurity). It is unknown what, if any, special project types may be imposed in FY 21. Working groups identified in the description of these IJs will be asked to develop projects that **MAY** be used in the FY 21 grant application.

IJ 1: National Priority – Enhance Information and Intelligence Sharing/Fusion Center

New for 2021: DHS/FEMA no longer requires that each UASI submit a separate “fusion center IJ”. However, in addition to any National Priority projects, this IJ is required to include the NCRIC project. Other sample projects include:

- Information sharing with all DHS components, fusion centers, and other entities designated by DHS

Bay Area UASI Guidance for Writing Homeland Security Grant Application

- Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition and analysis
- Joint training and planning with DHS officials and other entities designated by DHS

IJ 2: National Priority – Enhance the Protection of Soft Targets

New for 2021: IJ 2 covers the National Priority of protecting soft targets. The CBRNE/PRND work group would develop national priority projects for this IJ. In FY 20, DHS required that one project in this IJ must support enhancing election security. IJ 2 projects **may** include examples such as:

- Physical security enhancements such as: Cameras, lighting, gates, bollards, fencing, etc., at critical infrastructure sites
- **Non-fusion center** operational overtime costs
- Risk management planning projects
- Operational Coordination projects

IJ 3: National Priority - Enhance Cybersecurity

New for 2021: IJ 3 covers National Priority cybersecurity activities. In addition to these projects, any regional cybersecurity projects will also be included here. In FY 20, DHS required that one project in this IJ must support enhancing election security. The UASI's cyber resiliency work group covers this type of project. Examples of projects that **may** fit under IJ 3 include: one project for each of those two investments must be to support enhancing election security. A

- Information security systems
- Software upgrades for information system and network security
- Cybersecurity related training
- Cybersecurity analysts

IJ 4: National Priority – Address Emergent Threats

New for 2021: IJ 4 covers the National Priority of emergent threats related to safety and security. The UASI's CBRNE work group, in consultation with the NCRIC will develop projects in this IJ. Projects may include:

- Sharing and leveraging intelligence and information
- Enhancing weapons of mass destruction (WMD) and/or improvised explosive device (IED) prevention, detection, response and recovery capabilities
- Chemical Biological Radiological Nuclear and Explosive (CBRNE) detection, prevention, response, and recovery equipment
- Sharing and leveraging intelligence and information
- UAS detection technologies

IJ 5: Enhance Medical and Public Health Preparedness

IJ 5 covers public health, hospital, and emergency medical based projects. The Health and Medical work group covers these types of projects. Sample projects that **may** fall under IJ 5 include:

- Public health laboratory equipment
- Medical supplies
- Isolation and quarantine planning
- Emergency Medical Services (EMS) equipment and training

IJ 6: Strengthen Emergency Communications Capabilities

IJ 6 covers two broad categories – emergency responder communications, and public information and warning. Two work groups- Public Information and Warning and BayRICS cover these projects. Projects that **may** fall under IJ 6 include these examples:

- Radio purchases
- 911 dispatch systems
- Public alert and warning systems
- Joint information center exercises

IJ 7: Enhance Community Resilience

IJ 7 is the project designed for community programs to assist residents prepare for a disaster or emergency. The Emergency Management work group covers these types of projects. Projects that **may** fit under IJ 7 include these examples:

- Community Emergency Response Team (CERT) programs
- Volunteer or donations management planning
- Ready campaigns, such as public service announcements, websites, brochures, etc.

IJ 8: Strengthen Information Sharing & Collaboration

This is the UASI's non-fusion center information sharing investment project. The Public Information and Sharing and CBRNE work groups cover these types of projects. Sample project areas covered here may include projects such as:

- ALPR equipment
- Specialized equipment to track suspects

IJ 9: Enhance Multi-Jurisdictional/Inter-Jurisdictional All Hazards Incident Planning, Response & Recovery Capabilities

IJ 9 is the investment with the largest number of total projects, as it covers the broadest scope of potential projects in both the response and recovery areas. In short, IJ 9 may be the default home for projects that have no other clear IJ under which they fit. This investment area also covers training and exercise **infrastructure**, and not specific trainings and exercises which should be identified in the IJ in which those trainings or exercises apply. This approach treats training and exercise activities as supporting capability building that falls within any one of the other IJ areas and is consistent with the purpose of training and exercises. The Training and Exercise work group will assist with determining the submission of classes as well as which IJ they may fall under.

- WebEOC projects
- Fire incident response equipment
- Mass evacuation plans
- HazMat team training
- Mass care plans
- Search and rescue team equipment
- Bomb squad equipment
- Special Weapons and Tactics (SWAT) team training
- Recovery planning
- Training and exercise program staff
- Equipment for multi-purpose training and exercise facilities
- Multi-year training and exercise plan updates and/or conferences

IJ 10: Protect Critical Infrastructure and Key Resources

This project is for the protection of critical infrastructure. Projects that may fall under this IJ include:

- Emergency Response planning for critical infrastructure
- Active Shooter kits
- On-scene security equipment

STEP TWO:

Once you select the appropriate goal for your project, please review the Core Capabilities associated with them. These Core Capabilities will be in the form of a drop down menu on the application in WebGrants.

STEP THREE*:

Bay Area UASI Guidance for Writing Homeland Security Grant Application

Once you have selected the Investment Justification number and the correct Core Capability, please select the appropriate Capability Target (listed in the table below). Capability targets indicate a measurement of success- either describing the impact of the project or the measureable outcome of the project and are reflective of the information in the SPR. These Capability Targets will also appear in the form of a drop down menu on the application in WebGrants.

***New for 2021:** Similar to the drop down menu for the Capability Targets described above, applicants will be required to link their project to both the THIRA and SPR to indicate the gap and how it will be closed.

STEP FOUR:

Next, select the nexus to terrorism using the drop down menu and then briefly describe this nexus. To complete this section, please describe your project using the criteria described on page 2 of this guidance.

STEP FIVE:

Fill out the timeline and milestone sections. The **timeline** begins on 11/1/21 and ends on 12/31/22. In filling out the **milestone** section, select appropriate milestones from the drop down menu. Remember to keep the milestone dates within the grant performance period. Finally, everything takes longer than you think, so **BE REALISTIC!**

STEP SIX:

Answer the compliance questions and complete the budget using the POETE categories described on page 2. Once you have completed this section, your application is ready to submit!

Aligning Proposals to the Bay Area UASI’s Goal Area, Core Capabilities, and Capability Target

Once you have determined which Investment Justification you plan to use for your project, you must align it with the most appropriate core capability and capability target.

The Table below indicates the Investment Justification Number, the UASI Goal Name, the Core Capability(ies) associated with the Goal Area, and the Capability Targets associated with each investment. Please use this guide to complete your application.

Table 1: IJ Goals, Core Capabilities, and Capability Target Alignment

IJ #	National Priority/UASI Goal Name	UASI Core Capability	Capability Target
1	National Priority: Enhance Info & Intelligence Sharing /fusion center	Intelligence and Information Sharing	Review ability to effectively execute intelligence cycle: identify/analyze local context of the threat/facilitate the sharing of threat information with priority intelligence stakeholder agencies/entities.
		Threat and Hazard Identification	Assess realistic threats and hazards that would significantly impact your communities
2	National Priority: Enhance the Protection of Soft Targets	Operational Coordination	Establish and maintain a unified and coordinated operational structure & process across with partner organizations involved in incident management.
		Public Information and Warning	Upon notice of an incident, deliver reliable and actionable information to people affected, including people with access and functional needs and people with limited English proficiency.
		Intelligence and Information Sharing	Review ability to effectively execute intelligence cycle: identify/analyze local context of the threat/facilitate the sharing of threat information with priority intelligence stakeholder agencies/entities.
		Interdiction and Disruption	Upon identification or notification of a credible threat, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community; identify personnel assigned to support follow up interdiction & disruption activities that may be undertaken against identified suspects and/or contraband.
		Screening, Search, and Detection	Conduct screening, search, and detection operations for people requiring screening.
		Access Control & Identity Verification	Be prepared to accept credentials from partner organizations involved in incident management.

Bay Area UASI Guidance for Writing Homeland Security Grant Application

		Physical Protective Measures	Review & update physical security plans covering publicly managed and/or regulated critical infrastructure facilities.
		Risk Management for Protection Programs & Activities	Conduct review of relevant physical and cyber threats & hazards, vulnerabilities, & strategies for risk management covering publicly managed and/or regulated critical infrastructure facilities.
3	National Priority: Enhance Cybersecurity	Cybersecurity	Review & update cyber incident plans/annexes based on evolving threats covering publicly managed and/or regulated critical infrastructure facilities.
		Intelligence and Information Sharing	Review ability to effectively execute intelligence cycle: identify/analyze local context of the threat/facilitate the sharing of threat information with priority intelligence stakeholder agencies/entities.
4	National Priority: Addressing Emergent Threats	Interdiction and Disruption	Upon identification or notification of a credible threat, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community; identify personnel assigned to support follow up interdiction & disruption activities that may be undertaken against identified suspects and/or contraband.
		Planning	Update all emergency operations plans; define roles and responsibilities of partner organizations involved in incident management; define sequence & scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events.
		Public Information and Warning	Upon notice of an incident, deliver reliable and actionable information to people affected, including people with access and functional needs and people with limited English proficiency.
		Operational Coordination	Establish and maintain a unified and coordinated operational structure & process across with partner organizations involved in incident management.
5	Enhance Medical and Public Health Preparedness	Public Health, Healthcare, and Emergency Medical Services	For people requiring medical care, complete triage, begin definitive medical treatment, and transfer to an appropriate facility.
		Fatality Management	For fatalities, complete the recovery, identification, and mortuary services, including temporary storage services.
		Environmental Response/Health Safety	Assess, contain, & begin cleaning up hazardous material releases from hazmat release sites. Complete decontamination procedures for exposed individuals due to a hazmat-related incident.
6	Strengthen Emergency Communications Capabilities	Operational Communications	Establish & maintain interoperable communications with partner organizations involved in incident management.

Bay Area UASI Guidance for Writing Homeland Security Grant Application

		Public Information and Warning	Upon notice of an incident, deliver reliable and actionable information to people affected, including people with access and functional needs and people with limited English proficiency.
7	Enhance Community Resilience	Community Resilience	Encourage households to acquire risk-appropriate insurance coverage, including homeowners, flood, windstorm, and seismic.
8	Strengthen Information Sharing and Collaboration	Intelligence and Information Sharing	Review ability to effectively execute intelligence cycle: identify/analyze local context of the threat/facilitate the sharing of threat information with priority intelligence stakeholder agencies/entities.
		Risk and Disaster Resiliency Assessment	Identify threats and hazards of concern and model the impacts of threat and hazard scenarios to incorporate into planning efforts.
		Threats and Hazards Identification	Assess the threats and hazards that are realistic and would significantly impact your communities.
		Risk Management for Protection Programs & Activities	Conduct review of relevant physical and cyber threats & hazards, vulnerabilities, & strategies for risk management covering publicly managed and/or regulated critical infrastructure facilities
9	Enhance Multi-Jurisdictional /Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities	Infrastructure Systems	Restoration of service to customers without water/wastewater service/service/power service.
		Operational Coordination	Restoration of service to customers without communication service.
		Planning	Restoration of service to customers without power service.
		Forensics and Attribution	After a terrorist attack, conduct outreach to fusion center & Joint Terrorism Task Force (JTTF); identify personnel assigned to support follow up information sharing, intelligence analysis, and/or investigative actions (i.e. the collection, examination, and analysis of evidence, & identification of perpetrators).
		Screening, Search, and Detection	Conduct screening, search, and detection operations for people requiring screening.
		Interdiction and Disruption	Upon identification or notification of a credible threat, conduct outreach to the fusion center and Joint Terrorism Task Force (JTTF) in the community; identify personnel assigned to support follow up interdiction & disruption activities that may be undertaken against identified suspects and/or contraband.
		Supply Chain Security and Integrity	Promote awareness of threats, dependencies, vulnerabilities, and strategies to support restoration of private sector supply chains.

Bay Area UASI Guidance for Writing Homeland Security Grant Application

		Environmental Response/Health & Safety	Assess, contain, & begin cleaning up hazardous material releases from hazmat release sites.
			Complete decontamination procedures for exposed individuals due to a hazmat-related incident.
		Mass Care Services	Provide emergency sheltering, food, and water for people and animals.
			Move people requiring temporary, non-congregate housing, including people with access and functional needs from congregate care to temporary housing.
		Mass Search and Rescue Operations	Conduct search and rescue operations for people requiring rescue.
		Logistics & Supply Chain Management	Identify, mobilize, and maintain life-sustaining commodities, resources, and services to people requiring shelter and people requiring food and water.
		On-scene Security Protection/Law Enforcement	Provide security and law enforcement services to protect emergency responders and people affected.
		Fire Management and Suppression	Conduct fire-fighting operations to suppress and extinguish structure fires.
		Natural and Cultural Resources	Restore damaged natural and cultural resources and historic properties registered in the jurisdiction.
		Health and Social Services	Restore functions at affected healthcare facilities and social service organizations.
		Critical Transportation	Complete the evacuation of people requiring evacuation.
			Clear roads affected, to enable access for public, private, and non-profit emergency responders.
		Economic Recovery	Reopen businesses closed due to the incident.
		Housing	Assist people requiring long-term housing, including people with access and functional needs, find and secure long-term housing.
Planning	Update all emergency operations plans; define roles and responsibilities of partner organizations involved in incident management; define sequence & scope of tasks needed to prevent, protect, mitigate, respond to, and recover from events.		
10	Protect Critical Infrastructure and Key Resources	Physical Protective Measures	Review & update physical security plans covering publicly managed and/or regulated critical infrastructure facilities.

Bay Area UASI Guidance for Writing Homeland Security Grant Application

		Access Control & Identity Verification	Be prepared to accept credentials from partner organizations involved in incident management.
		Long-term Vulnerability Reduction	Review building codes, enact /update risk-appropriate, disaster resilient building codes.

APPENDIX C

Allowable Expenses



Please note that DHS has yet to issue guidelines for FY21. In the absence of this information, below please find the allowable spending information for FY20. At this time, the Management Team does not anticipate changes in the allowable spending guidelines in the FY21 Notice of Funding Opportunity. The Management Team will update stakeholders on any such changes in a timely manner.

Bay Area UASI Guidance for Allowable Expenses

Introduction

The following is a summary of allowable spending areas under the UASI program as it pertains to the Bay Area UASI. Please contact the Bay Area UASI Management Team for clarification, should you have questions regarding allowable cost items. The spending areas are broken out under planning, organization, equipment, training and exercises (POETE) spending areas. This matches the DHS mandated budget sections for Investment Justifications that the Bay Area must submit in order to receive DHS funding. The spending areas below outline what is allowable and are not lists of what the region should or must purchase.

Recipients must comply with all the requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*).

Planning

Funds may be used for a range of emergency preparedness and management planning activities such as those associated with the development, review and revision of the THIRA, SPR, continuity of operations plans and other planning activities that support the National Preparedness Goal, placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v 2.0. For additional information, please see http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf.

Organization

Organizational activities include:

- Program management;
- Development of whole community partnerships;
- Structures and mechanisms for information sharing between the public and private sector;
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland;
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors;
- Operational Support;
- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event; and
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts.

States and Urban Areas must justify proposed expenditures of UASI funds to support organization

Bay Area UASI Guidance for Allowable Expenses

activities within their Investment Justification (IJ) submission. All State Administrative Agencies (SAAs) are allowed to utilize up to 50 percent (50%) of their SHSP funding and all Urban Areas are allowed up to 50 percent (50%) of their UASI funding for personnel costs. Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant. Personnel expenses may include but are not limited to: training and exercise coordinators, program managers and planners, intelligence analysts, and statewide interoperability coordinators (SWIC).

At the request of a recipient of a grant, the FEMA Administrator may grant a waiver of the 50 percent (50%) limitation noted above. Requests for waivers to the personnel cap must be submitted by the authorized representative of the SAA (or recipient agency) to Grants Program Directorate (GPD) in writing on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and
- A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount. To avoid supplanting issues, the request must also include a three-year staffing history for the requesting entity.

Organizational activities under UASI include:

Intelligence analysts. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412), funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by UASI funding. In order to be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:

- Complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
- Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, or State and/or local law enforcement intelligence unit

All fusion center analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Program Analyst upon request.

Operational Overtime Costs. In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, HSGP recipients are urged to consider using grant funding to support soft target preparedness activities. UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories cited in the table below, but this table is not exhaustive. DHS/FEMA retains the discretion to approve other types of requests that do not fit within one of the

categories of the table.

Table 1: Authorized Operational Overtime Categories

	Category	Description
1	National Terrorism Advisory System (NTAS)	Security measures in response to an increase in the threat level under the NTAS to an “elevated” or “imminent” alert status. GPD Information Bulletin No. 367, <i>Impact of National Terrorism Advisory System on Homeland Security Grant Programs</i> , remains applicable; therefore, advance authorization from FEMA is not required. Refer to https://www.dhs.gov/topic/ntas for additional information on the NTAS.
2	National Security Special Event (NSSE)	Security measures for a designated NSSE. NSSEs are events of national or international significance deemed by DHS to be a potential target for terrorism or other criminal activity.
3	Special Event Assessment Rating (SEAR) Level 1 through Level 4 Events	<p>Security measures required for SEAR Level 1 through Level 4 events as designated by the Department of Homeland Security (DHS) and included in the DHS National Special Events List, as defined below:</p> <ul style="list-style-type: none"> • SEAR 1: A significant event with national and/or international importance that may require extensive Federal interagency support; • SEAR 2: A significant event with national and/or international importance that may require some level of Federal interagency support. • SEAR 3: An event of national and/or international importance that requires only limited Federal support. • SEAR 4: An event with limited national importance that is managed at state and local level. <p>NOTE: In cases where a threat of terrorism can be associated with a SEAR Level 5 event, the event planners should coordinate with their state or territory Homeland Security Advisor to seek re-adjudication of</p>

Bay Area UASI Guidance for Allowable Expenses

		the SEAR rating. Operational overtime for security measures associated with such events will be considered for approval by FEMA if re-adjudication results in a SEAR 1 through 4 rating.
4	States of Emergency	Declarations of states of emergency by the Governor associated with a terrorism-related threat or incident. This excludes Presidentially-declared major disasters or emergencies where federal funding support for the proposed grant-funded activity is made available through the FEMA Public Assistance program or other Federal disaster grants.
5	National Critical Infrastructure Prioritization Program (NCIPP)	Protection of Level 1 and Level 2 facilities identified through the Department of Homeland Security's NCIPP based on a terrorism-related threat to critical infrastructure.
6	Directed Transit Patrols	Targeted security patrols in airports and major transit hubs based on a terrorism-related threat to transportation systems.
7	Other Related Personnel Overtime Costs	Overtime costs may be authorized for personnel assigned to directly support any of the security activities relating to the categories above. Examples include firefighters and emergency medical services personnel; public works employees who may be responsible for installing protective barriers and fencing; public safety personnel assigned to assist with event access and crowd control; emergency communications specialists; fusion center analysts; National Guard; contract security services; etc.
8	Operational Support to a Federal Agency	Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities related to homeland security/terrorism preparedness and specifically requested by a federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible activities, including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime

Bay Area UASI Guidance for Allowable Expenses

		<p>Transportation Security Act of 2002), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. In addition, reimbursement for operational overtime law enforcement activities related to combating transnational crime organizations in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism is an allowable expense under SHSP and UASI on a case by case basis. Grant funding can only be used in proportion to the federal man-hour estimate, and only after funding for these activities from other federal sources (i.e., FBI JTTF payments to state and local agencies) has been exhausted.</p>
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All allowable operational overtime costs are also subject to the administration requirements outlined in the following subsection.

Administration of Operational Overtime Requests

- With the exception of an elevated NTAS alert, SHSP or UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. The SAA must submit operational overtime requests in writing, to its assigned FEMA Grant Programs Directorate (GPD) Program Analyst (PA). FEMA GPD will consider requests for special event activities up to one year in advance. However such requests must be within the award’s current period of performance and not result in the need for a request to extend the period of performance.
- All operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in the table above. Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explains how the overtime activity is responsive to the threat. Request letters sent to FEMA GPD must be UNCLASSIFIED but may be labeled “For Official Use Only.” If explaining the threat will require the sharing of classified information, the letter should state as such. FEMA GPD will then make arrangements for the sharing of classified information through official channels.
- Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.
- Under no circumstances may DHS/FEMA grant funding be used to pay for costs already supported by funding from another federal source.

Bay Area UASI Guidance for Allowable Expenses

- States with UASI jurisdictions can use funds retained at the state level to reimburse eligible operational overtime expenses incurred by the state (per the above guidance limitations). Any UASI funds retained by the state must be used in direct support of the Urban Area. States must provide documentation to the UAWG and DHS/FEMA upon request demonstrating how any UASI funds retained by the state would directly support the Urban Area.
- FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests. For example, the review of operational overtime requests for the protection of critical infrastructure will be coordinated with DHS Office of Cyber and Infrastructure Analysis to verify the Level I or Level II NCIPP designation. Also, DHS Office of Intelligence and Analysis will be consulted to validate reported threat information associated with the event or activity.

Equipment

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for HSGP are listed on the Authorized Equipment List (AEL). The AEL is available at <http://www.fema.gov/authorized-equipment-list>. Some equipment items require prior approval before the obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required.

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance. Such investments must be coordinated with the SWIC and the State Interoperability Governing Body (SIGB) to ensure interoperability and long-term compatibility.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state, city, or local health departments that administer Federal funds from HHS for this purpose and with existing MMRS committees where available, in order to sustain their long term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. Procurement must have a sound threat based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, recipients submit a written inventory management plan to the UASI for approval by CalOES to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Recipients are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's PoP for HSGP. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.

EMS electronic patient care data systems should comply with the most current data standard of the National Emergency Medical Services Information System (www.NEMESIS.org).

Training

The Regional Training and Exercise Program (RTEP) will be responsible for reviewing and approving all training requests. Allowable training-related costs under UASI include the establishment, support, conduct, and attendance of training specifically identified under the UASI grant program and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS, DOT). Training conducted using HSGP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also have or access and functional needs, should be identified in the AAR/IP and addressed in the state or Urban Area training cycle. Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design using the *Course Development Tool*.

Exercise

Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training gaps should be identified in the AAR/IP and/or addressed in the Bay Area training plans and cycle. Exercises conducted with grant funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://www.fema.gov/exercise>.

In addition, the NOFO encourages the completion of a progressive exercise series and encourages inviting representatives/planners involved with other Federally-mandated or private exercise activities. The Bay Area UASI is further encouraged to share, at a minimum, the multiyear training and exercise schedule with those departments, agencies, and organizations included in the plan.

- *Validating Capabilities.* Exercises examine and validate capabilities-based planning across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. The extensive engagement of the whole community, including ,but not limited to, examining the needs and requirements for individuals with disabilities, individuals with limited English proficiency and others with access and functional needs, is essential to the development of an effective and comprehensive exercise program. Exercises are designed to be progressive – increasing in scope and complexity and drawing upon results and outcomes from prior exercises and real-world events – to challenge participating communities. Consistent with Homeland Security Exercise and Evaluation Program guidance and tools, the National Exercise Program (NEP) serves as the principal exercise mechanism for examining national preparedness and measuring readiness. Exercises should align with priorities and capabilities identified in a multi-year TEP.
- *Special Event Planning.* If a state or Urban Area will be hosting a special event (e.g., Super Bowl, G-8 Summit), the special event planning should be considered as a training

Bay Area UASI Guidance for Allowable Expenses

or exercise activity for the purpose of the multi-year TEP. States must include all confirmed or planned special events in the Multi-year TEP. The state or Urban Area may plan to use SHSP or UASI funding to finance training and exercise activities in preparation for those events. States and Urban Areas should also consider exercises at major venues (e.g., arenas, convention centers) that focus on evacuations, communications, and command and control.

- *Regional Exercises.* States should also anticipate participating in at least one regional exercise annually.
- *Role of Non-Governmental Entities in Exercises.* Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, design, and evaluation of an exercise. State, local, tribal, and territorial jurisdictions are encouraged to develop exercises that test the integration and use of resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, and community organizations. Participation in exercises should be coordinated with local Citizen Corps Whole Community Council(s) or their equivalents and other partner agencies.

Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Policy [FP 205-402-125-1](#) under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty.

Grant funds are intended to support projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to meet this objective, the policy set forth in GPD's IB 379 (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs which must be in 1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the Goal, and (4) shareable through the Emergency Management Assistance Compact (EMAC). Additionally, eligible costs must also be in support of equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

Law Enforcement Terrorism Prevention Allowable Costs

Activities eligible for the use of LETPA focused funds include but are not limited to:

- Maturation and enhancement of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and training/ hiring of intelligence analysts;
- Coordination between fusion centers and other analytical and investigative efforts including, but not limited to Joint Terrorism Task Forces (JTTFs), Field Intelligence Groups (FIGs), High Intensity Drug Trafficking Areas (HIDTAs), Regional Information Sharing Systems (RISS) Centers, criminal intelligence units, and real-time crime analysis centers;
- Implementation and maintenance of the Nationwide Suspicious Activity Reporting (SAR) Initiative, including training for front line personnel on identifying and reporting suspicious activities;
- Implementation of the “If You See Something, Say Something™” campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations. Note: DHS/FEMA requires that the Office of Public Affairs be given the opportunity to review and approve any public awareness materials (e.g., videos, posters, tri-folds, etc.) developed using HSGP grant funds for the “If You See Something, Say Something™” campaign to ensure these materials are consistent with the Department’s messaging and strategy for the campaign and the initiative’s trademark;
- Increase physical security, through law enforcement personnel and other protective measures by implementing preventive and protective measures at critical infrastructure site or at-risk nonprofit organizations; and
- Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative.

Requirements for Small Unmanned Aircraft System

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with IB 426 and also include a description of the policies and procedures in place to safeguard individuals’ privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the SUAS equipment.

Critical Emergency Supplies

In order to further DHS/FEMA's mission, critical emergency supplies, such as shelf stable products, water, and basic medical supplies are an allowable expense under UASI. Prior to the allocation of grant funds for stockpiling purposes, each state must have DHS/FEMA's approval of a five-year viable inventory management plan which should include a distribution strategy and related sustainment costs if planned grant expenditure is over \$100,000.

If grant expenditures exceed the minimum threshold, the five-year inventory management plan will be developed by the recipient and monitored by FEMA GPD with the assistance of the FEMA Logistics Management Directorate (LMD). FEMA GPD will coordinate with LMD and the respective FEMA Region to provide program oversight and technical assistance as it relates to the purchase of critical emergency supplies under UASI. FEMA GPD and LMD will establish guidelines and requirements for the purchase of these supplies under UASI and monitor development and status of the state's inventory management plan.

States (through their Emergency Management Office) are strongly encouraged to consult with their respective FEMA Regional Logistics Chief regarding disaster logistics- related issues.

States are further encouraged to share their DHS/FEMA approved plan with local jurisdictions and Tribes

Construction and Renovation

Project construction using UASI funds may not exceed the greater of \$1,000,000 or 15% of the grant award. For the purposes of the limitations on funding levels, communications towers are not considered construction.

Written approval must be provided by DHS/FEMA prior to the use of any HSGP funds for construction or renovation. When applying for construction funds, recipients must submit evidence of approved zoning ordinances, architectural plans, and any other locally required planning permits. Additionally, recipients are required to submit a SF-424C Budget and Budget detail citing the project costs.

Recipients using funds for construction projects must comply with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.). Recipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available from the following website <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Communications Towers. When applying for funds to construct communication towers, recipients and sub-recipients must submit evidence that the FCC's Section 106 review process has been completed and submit all documentation resulting from that review to GPD using the guidelines in EHP Supplement prior to submitting materials for EHP review. Completed EHP review materials for construction and communication tower projects must be submitted as soon as possible to get

Bay Area UASI Guidance for Allowable Expenses

approved by the end of the PoP. EHP review materials should be sent to gpdehpinfo@fema.gov.

Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable HSGP planning, training, exercise, and equipment activities. Personnel may include but are not limited to: training and exercise coordinators, program managers for activities directly associated with SHSP and UASI funded activities, intelligence analysts, and statewide interoperability coordinators (SWIC).

In general, the use of grant funds to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Grant funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

For further details, SAAs should refer to FP 207-093-1, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412 – the PRICE Act), or contact their FEMA HQ Program Analyst.

HSGP funds may not be used to support the hiring of any personnel to fulfil traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

The following are definitions as they relate to personnel costs:

- *Hiring.* State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable /DHS/FEMA program activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-DHS/FEMA program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.
- *Overtime.* These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of DHS/FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.
- *Backfill-related Overtime.* Also called “Overtime as Backfill,” these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to DHS/FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.
- *Supplanting.* Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

Bay Area UASI Guidance for Allowable Expenses

Unallowable Costs

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds.
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

Bay Area UASI Guidance for Allowable Expenses

Allowable Cost Matrix

The following matrix provides allowable cost activities that fall under each of the cost categories. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*). Funds under HSGP may be used to cover the costs for evaluating the impact of these grants on the state or urban area’s core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate HQ GPD Program Analyst. For additional information on allowable costs, see the [Preparedness Grants Manual](#).

Allowable Program Activities	UASI
Allowable Planning Costs	
Developing hazard/threat-specific annexes	Y
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	Y
Developing related terrorism and other catastrophic event prevention activities	Y
Developing and enhancing plans and protocols	Y
Developing or conducting assessments	Y
Hiring of full- or part-time staff or contract/consultants to assist with planning activities	Y
Materials required to conduct planning activities	Y
Travel/per diem related to planning activities	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y
Issuance of WHTI-compliant Tribal identification cards	N
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	Y
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	Y
Update governance structures and processes and plans for emergency communications	Y
Development, and review and revision of continuity of operations plans	Y
Development, and review and revision of the THIRA/SPR continuity of operations plans	Y
Allowable Organizational Activities	
Note: Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.	
Program management	Y
Development of whole community partnerships	Y
Structures and mechanisms for information sharing between the public and private sector	Y
Implementing models, programs, and workforce enhancement initiatives	Y
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	Y
Operational support	Y
Utilization of standardized resource management concepts	Y
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	Y

Bay Area UASI Guidance for Allowable Expenses

Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)	Y
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation).	Y
Allowable Equipment Categories	
Personal Protective Equipment	Y
Allowable Equipment Categories	
Explosive Device Mitigation and Remediation Equipment	Y
CBRNE Operational Search and Rescue Equipment	Y
Information Technology	Y
Cybersecurity Enhancement Equipment	Y
Interoperable Communications Equipment	Y
Detection	Y
Decontamination	Y
Medical countermeasures	Y
Power (e.g., generators, batteries, power cells)	Y
CBRNE Reference Materials	Y
CBRNE Incident Response Vehicles	Y
Terrorism Incident Prevention Equipment	Y
Physical Security Enhancement Equipment	Y
Inspection and Screening Systems	Y
Animal Care and Foreign Animal Disease	Y
CBRNE Prevention and Response Watercraft	Y
CBRNE Prevention and Response Unmanned Aircraft	Y
CBRNE Aviation Equipment	Y
CBRNE Logistical Support Equipment	Y
Intervention Equipment (e.g., tactical entry, crime scene processing)	Y
Critical emergency supplies	Y
Vehicle acquisition, lease, and rental	N
Other Authorized Equipment	Y
Allowable Training Costs	
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	Y
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	Y
Training workshops and conferences	Y
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	Y
Full- or part-time staff or contractors/consultants	Y
Travel	Y
Supplies	Y
Instructor certification/re-certification	Y
Coordination with Citizen Corps Councils in conducting training exercises	Y
Interoperable communications training	Y
Activities to achieve planning inclusive of people with limited English proficiency	Y
Immigration enforcement training	Y
Allowable Exercise Related Costs	
Design, Develop, Conduct, and Evaluate an Exercise	Y

Bay Area UASI Guidance for Allowable Expenses

Full- or part-time staff or contractors/consultants	Y
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	Y
Implementation of HSEEP	Y
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	Y
Travel	Y
Supplies	Y
Interoperable communications exercises	Y
Allowable Exercise Related Costs	
Activities to achieve planning inclusive of people with limited English proficiency	Y
Allowable Management & Administrative Costs	
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	Y
Overtime and backfill costs	Y
Travel	Y
Meeting related expenses	Y
Authorized office equipment	Y
Recurring expenses such as those associated with cell phones and faxes during the PoP of the grant program	Y
Leasing or renting of space for newly hired personnel during the PoP of the grant Program	Y
Law Enforcement Terrorism Prevention Activities (LETPA) Costs	
Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection,	Y
Maturation and enhancement of designated state and major Urban Area fusion centers	Y
Coordination between fusion centers and other analytical and investigative efforts	Y
Implementation and maintenance of the Nationwide SAR Initiative	Y
Implementation of the "If You See Something, Say Something®" campaign	Y
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical	Y
Building and sustaining preventive radiological and nuclear detection capabilities	Y

APPENDIX D

Sample Application





00000-FY21 Bay Area UASI

00038 - P25 Radio Purchase

Funding Category: East Bay Hub

Amount Requested: \$47,500

Status: PENDING

Project Lead

Name:* Mr. Joseph Hughes
Salutation First Name Middle Name Last Name

Title: Undersheriff

Email: joseph.hughes@bapsa.gov

Address: 123 Mainstreet
 Suite 1
 Dublin California 94568
City State/Province Postal Code/Zip

Phone:* 510-555-1212 123
Phone Ext.

Organization Information

Organization Name: Bay Area Public Safety Agency

Organization Type: County Government

Organization Website: www.bapsa.gov

Address: 578 Main st.
 1st Floor
 Dublin California 94568
City State/Province Postal Code/Zip

Phone:* 510-555-1212 123
Phone Ext.

Fax: 510-555-1213

E-mail Address bapsa@countygov.org

SAMPLE APPLICATION

Funding Categories

All Bay Area UASI projects must benefit two or more Operational Areas (counties).

Core City Projects: Only agencies affiliated with the cities of Oakland, San Francisco, and San Jose are eligible to apply for and receive core city funding.

Hub Projects

North Bay Hub: Marin, Napa, Solano, Sonoma

East Bay Hub: Alameda, Contra Costa

South Bay Hub: Monterey, San Benito, Santa Clara, Santa Cruz

West Bay Hub: San Francisco, San Mateo

Regional Projects: All regional projects must benefit three or more hubs in a equitable manner.

National Priority Projects: Must benefit four hub and fit withing Investment Justifications 1-4

Please select the appropriate funding category for your project: East Bay Hub

Please describe how your project will benefit more than two operational areas (counties)?

500 Characters Maximum

This cache of radios will be utilized during mutual aid response with Contra Costa and Alameda counties.

Department Head Approval

Have you received department head approval to submit this application?

Yes

Name

John Smith

FIRST

LAST

Title

Sheriff

Agency

Local County Sheriff's Office

Email

sheriff@bayareacounty.org

Phone

555-111-2222

SAMPLE APPLICATION

Project Description

Select an Investment Justification:

Goal 6: Strengthen Emergency Communications Capabilities

Select the most applicable THIRA Threat/ Hazard for your project:

Complex Attack

Select the most applicable THIRA/FEMA Core Capability for your project:

Operational Communications

Select the most applicable SPR Capability Gap:

Establish & maintain interoperable communications with partner organizations involved in incident management.

Select a nexus to terrorism: This project will enhance regional capacity to:

Respond to Terrorist Attacks

Describe the nexus to terrorism in detail:

This cache of inter-operable radios will allow us to communicate effectively during a mutual aid terrorist incident.

This project will build or sustain capability:

Build

Project Summary- Provide a brief description of your project identifying how your project closes an identified capability gap from the SPR:

BAPSA wants to purchase a cache of P25 Interoperable Radios for response operations during a major terrorist incident that requires mutual aid. This technology closes a gap in connecting all P25 systems.

Project Timeline

Total Project Time

Months 12

Project Dates

01/01/2022

Project Start Date

12/31/2022

Project End Date

Milestones

Milestones Minimum 5

Estimated Completion Date

(EQUIPMENT)btain Quotes	01/13/2022
(EQUIPMENT) Issuance Of PO	02/01/2022
(EQUIPMENT) Receive Equipment	09/15/2022
(EQUIPMENT) Test Equipment	10/15/2022
(EQUIPMENT) Project Completion	12/31/2022

Compliance Requirements

State Sole Source Approval: NO

Aviation Request Form: NO

Watercraft Request Form: NO

Aviation Request Form: NO

Performance Bond: NO

SAMPLE APPLICATION

Project Budget POETE

Category: Fill In amounts in any applicable category:

Planning:	\$0.00
Organization:	\$0.00
Equipment:	\$47,500
Training:	\$0.00
Exercises:	\$0.00

Equipment Details

Select a category of FEMA Authorized Equipment	Select the appropriate AEL #	Quantity	Price Each
Interoperable Communications Equipment	06CP-01- PORT Radio, Portable	10	\$4,750.00

Equipment Totals: \$47,500.00

SAMPLE APPLICATION

Total Amount Requested: \$47,500



To: Bay Area UASI Approval Authority
From: Corinne Bartshire, Regional Project Manager
Date: June 11, 2020
Re: Item 08: Training and Exercise Program Update

Recommendations:

No recommendation

Action or Discussion Items:

Discussion

Background:

A substantial amount of work has been accomplished under the new Bay Area Training and Exercise Program (BATEP) since we last briefed the Approval Authority on 3/12/20. Some highlights include:

- The virtual conduct of the Training and Exercise Workgroup on 5/21/20
- The virtual conduct of five Integrated Preparedness Planning Workshops (IPPWs)
- The development of the Integrated Preparedness Plan (IPP)
- The addition of over 30 vendors to the BATEP vendor pool
- BATEP registration website landing page refresh and other upgrades

Discussion/Description:

Regional Project Manager Corinne Bartshire will present a status update of the BATEP, followed by Phyllis Onstad with SF CARD and Jim Bailey, SenseMakers, LLC. The attached Appendix A is an accompanying PowerPoint presentation and Appendix B is an overview of the Integrated Preparedness Plan.

Bay Area UASI

Training & Exercise Program

June 11, 2020



Presented by UASI Management Team
In conjunction with the SenseMakers and SF CARD teams



Service Area 1: Training & Exercise Workgroup



Training and Exercise Workgroup Meetings

- Conducted 3/19 and 5/21
- Prepared for Integrated Preparedness Plan (IPP) Workshops
- Reviewed IPP status and next steps

Service Area 2: Integrated Preparedness Planning Workshop (IPPW) and Plan (IPP)



IPPW

- Conducted five virtual workshops
- Gathered and analyzed information for IPP
- COVID impacted attendance; but quality information received

IPP

- Draft plan developed
- Allocation approach

Service Area 3: Training



Training

- Second RFQ released
- Additional vendors added to pool
- 2020 courses identified for delivery

Training Portal/Registration Site

- Landing page revised
- Site testing completed
- Website online



Service Area 4: Regional Exercise

Golden Eagle

- Postponement to 2021 due to COVID-19
- Initial planning completed
- Re-convene planning in January 2021
- Will integrate RCPGP C-POD component



Service Area 5: Community Preparedness

IPPW Participation

- 10 Participants
- Excellent input from participants
- Courses chosen are tied to Strategy

Course Scheduling

- Preparing for online conduct
- Setting dates
- Identifying instructors

Training Course Selection

- Seven courses; multiple deliveries
- Total: 40 courses
- Delivered via Hubs

Service Area 6: Program Management



Ongoing Program Planning

- Program manual development
- Team workflow development
- Community/Stakeholder engagement

Contact



BAUASI

Corinne Bartshire

(415) 861-9005

Project Manager

Corinne.Bartshire@sfgov.org



SenseMakers

James Bailey

(760) 521-5087

President and CEO

jbailey@sensemakersllc.com



SF CARD

Phyllis Onstad

(707) 799-3235

Program Manager

Phyllis@sfcad.org



EXECUTIVE SUMMARY BAY AREA URBAN AREAS SECURITY INITIATIVE (BAUASI) INTEGRATED PREPAREDNESS PLAN (IPP) 2020-2022

Purpose. The IPP comprises a multi-year Homeland Security training and exercise schedule for the twelve county Bay Area UASI region.

Overview. The regional Training and Exercise Work Group (TEWG) includes Whole Community members who represent training and exercise needs across Homeland Security disciplines. The IPP is a tool, managed by the TEWG, to assist the Bay Area Training and Exercise Program (BATEP) in implementing priority training and exercises for the next three years. The IPP provides a list of courses identified as regional priorities, a schedule based on available funding, and marries that training to a progressive exercise plan. The TEWG meets monthly to review training and exercise planning and execution; moreover, the work group serves as a venue for stakeholders to submit proposals to the BATEP to address new or additional training shortfalls.

Methodology. The IPP was developed in coordination with the Training and Exercise Work Group (TEWG) and informed by specific risks to the Bay Area. The approach is capability based, objective-driven, and integrates the Whole Community's collective wisdom. Integrated Preparedness Planning Workshops (IPPWs) were conducted virtually in April 2020 by separate homeland security disciplines (Cyber/PIO/BayRICS/NCRIC, Emergency Management, Fire, Law Enforcement, and Community Preparedness) to incorporate Whole Community stakeholders across the Bay Area. During the IPPWs, participants reviewed the Bay Area UASI Homeland Security goals and the Threat and Hazard Identification and Risk Assessment (THIRA), before considering how best to address the areas for improvement and required capabilities captured in the Stakeholder Preparedness Review (SPR). From that analysis, training planners and the TEWG developed a prioritized list of specific training courses by discipline. Following the review, prioritized courses were selected, by discipline within the BATEP's available funding for FY19.

Current Status. The IPP is pending approval by the TEWG scheduled to meet virtually June 18, 2020.

Next Steps. The IPP would typically be reviewed annually. Given the evolving needs of the Bay Area UASI region and unanticipated challenges devolving from the COVID-19 pandemic, the development of a training and exercise calendar over the three-year period remains a continuous and dynamic process. The schedule in the IPP provides a forecast and will likely change based on available grant funding, shifting regional priorities and training needs, availability of instructors and so forth.



To: Bay Area UASI Approval Authority
From: Tristan Levardo, CFO
Date: June 11, 2020
Re: Item 9: Reallocation of Grant Funds and FY19 Spending Report

Staff Recommendation:

Information only

Action or Discussion Item:

Discussion only

Summary

Pursuant to the Approval Authority Bylaws, *Section 8.5 Modification of Grant Allocations*, the Management Team shall report project budget changes under \$250,000 to the Approval Authority on a biannual basis.

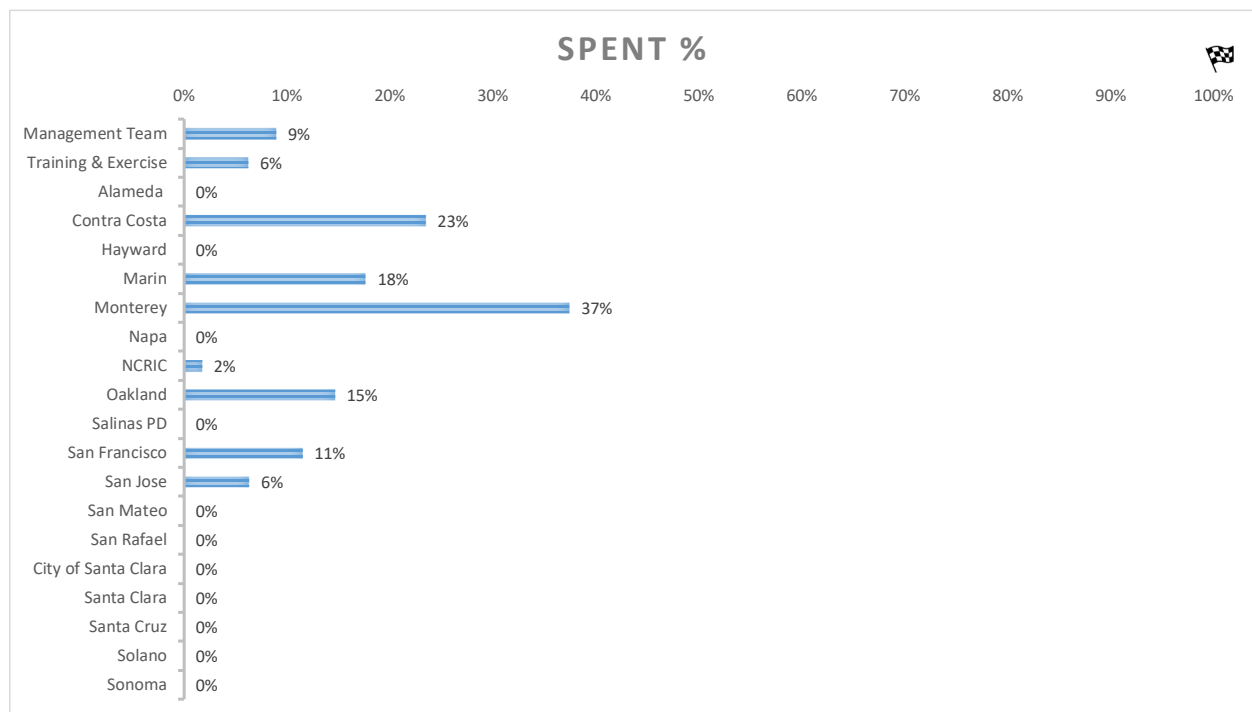
Item 10 - Appendix A illustrates the pertinent budget changes for the seven months ended May 31, 2020.

The sub-recipient performance period for FY2019 UASI grant is November 1, 2019 – December 31, 2020, with some projects receiving extensions up to June 30, 2021.

Financial Information:

Jurisdiction	Budget	Spending	Spent %	Committed
Management Team	7,840,480	703,472	9%	7,137,008
Training & Exercise	3,943,368	246,558	6%	3,696,810
Alameda	788,117			788,117
Contra Costa	766,978	180,000	23%	586,978
Hayward	30,000			30,000
Marin	255,000	45,000	18%	210,000
Monterey	191,778	71,778	37%	120,000

Napa	38,700			38,700
NCRIC	4,994,051	87,061	2%	4,906,990
Oakland	1,050,000	153,895	15%	896,105
Salinas PD	200,000			200,000
San Francisco	1,699,686	195,440	11%	1,504,246
San Jose	1,226,388	77,935	6%	1,504,246
San Mateo	882,922			882,922
San Rafael	12,807			12,807
City of Santa Clara	185,000			185,000
Santa Clara	401,754			401,754
Santa Cruz	33,928			33,928
Solano	128,800			128,800
Sonoma	72,743			72,743
Total	24,742,500	1,761,139	7%	22,981,361



Reallocation of Grant Funds (less than \$250K)

For the Period November 1, 2019 through May 31, 2020

Jurisdiction	UASI	Project, Solution Area	Project Categories	Initial Allocation	Reallocation	Cumulative Change	Justification
Oakland	FY18	4,9 - Planning	Planning Positions	649,113	349,513	(299,600)	Salary savings from vacant positions
Oakland	FY18	9 - Equipment	Various Equipment Projects	533,887	833,487	299,600	Equipment purchases
San Francisco	FY18	2,4,7,9,10 - Planning	Planning Positions	939,606	1,021,543	81,937	Extended performance period required additional allocation
San Francisco	FY18	9 - Equipment	Information Sharing System	197,800	109,895	(87,905)	Delay in processing contract resulted in savings
San Francisco	FY18	3 - Equipment	Cybersecurity Project	60,000	65,968	5,968	Slight increase from the original estimate
San Francisco	FY18	9 - Equipment	SFPD Operations Centers Upgrades	448,131	488,610	40,479	Additional electrical upgrades
San Francisco	FY18	10 Training	Public Safety Training	135,473	94,994	(40,479)	Savings from cost-effective in-house active shooter training
San Jose	FY18	4 - Equipment	Long Range Acoustical Devices for Public Alert and Warning	142,313	192,015	49,702	Increase in new model cost from the original estimate
San Jose	FY18	4,9 - Planning	Planning Positions	783,334	733,632	(49,702)	Salary savings from vacant positions
Sonoma	FY19	9 - Equipment	AFN Shelter Equipment - Showers and Lifts	51,318	40,743	(10,575)	Cost savings
Sonoma	FY19	9 - Equipment	Shelter Equipment - Trailers	21,425	32,000	10,575	Increased costs from the original estimate
			Grand Total for UASI Reallocation	3,962,400	3,962,400	-	



To: Bay Area UASI Approval Authority

From: Mike Sena, Executive Director NCRIC

Date: June 11, 2020

Re: Item 10: NCRIC Crime Gun Intelligence Briefing

Recommendations:

No recommendation

Action or Discussion Items:

Discussion

Discussion/Description:

NCRIC Executive Director Mike Sena and Santa Clara County Supervising Deputy District Attorney Marisa McKeown will provide a briefing on Crime Gun Intelligence (CGI) for the Approval Authority.

Background:

Crime gun intelligence programs are an interagency collaboration focused on the immediate collection, management, and analysis of crime gun evidence, such as shell casings, in real time, to identify shooters, disrupt criminal activity, and prevent future violence. The primary outcome is identifying armed violent offenders for investigation and prosecution. Other outcomes include: the identification of crime gun sources, efficient resource allocation, providing decisionmakers with the most accurate crime data available, and increasing case closure rates, public safety, and gun crime prevention, including the prevention of acts of terrorism and other mass casualty events.

Crime gun intelligence programs are based on ATF's best practice Crime Gun Intelligence Center model that promotes relevant real-time investigative leads to identify individuals engaged in or planning gun violence that requires local, state and/or federal investigation and prosecution. Coupled with effective evidenced-based interventions, crime gun intelligence programs are designed to decrease the incidences of gun crime; improve the efficiency and effectiveness of gun crime investigations, rates of closing investigations, and prosecutorial outcomes; and increase public trust and confidence in law enforcement through effective community engagement.

This effort between ATF, the NCRIC, Santa Clara County District Attorney's Office and regional partner agencies requires an intensive, ongoing collaboration between local police departments, sheriff's offices, local crime laboratories, probation departments, the California Department of Corrections & Rehabilitation - Parole, local gang/violent crime units, state investigative agencies, federal law enforcement agencies, district attorneys, the U.S. Attorney's Office, intelligence analysts, community groups, and academic organizations.