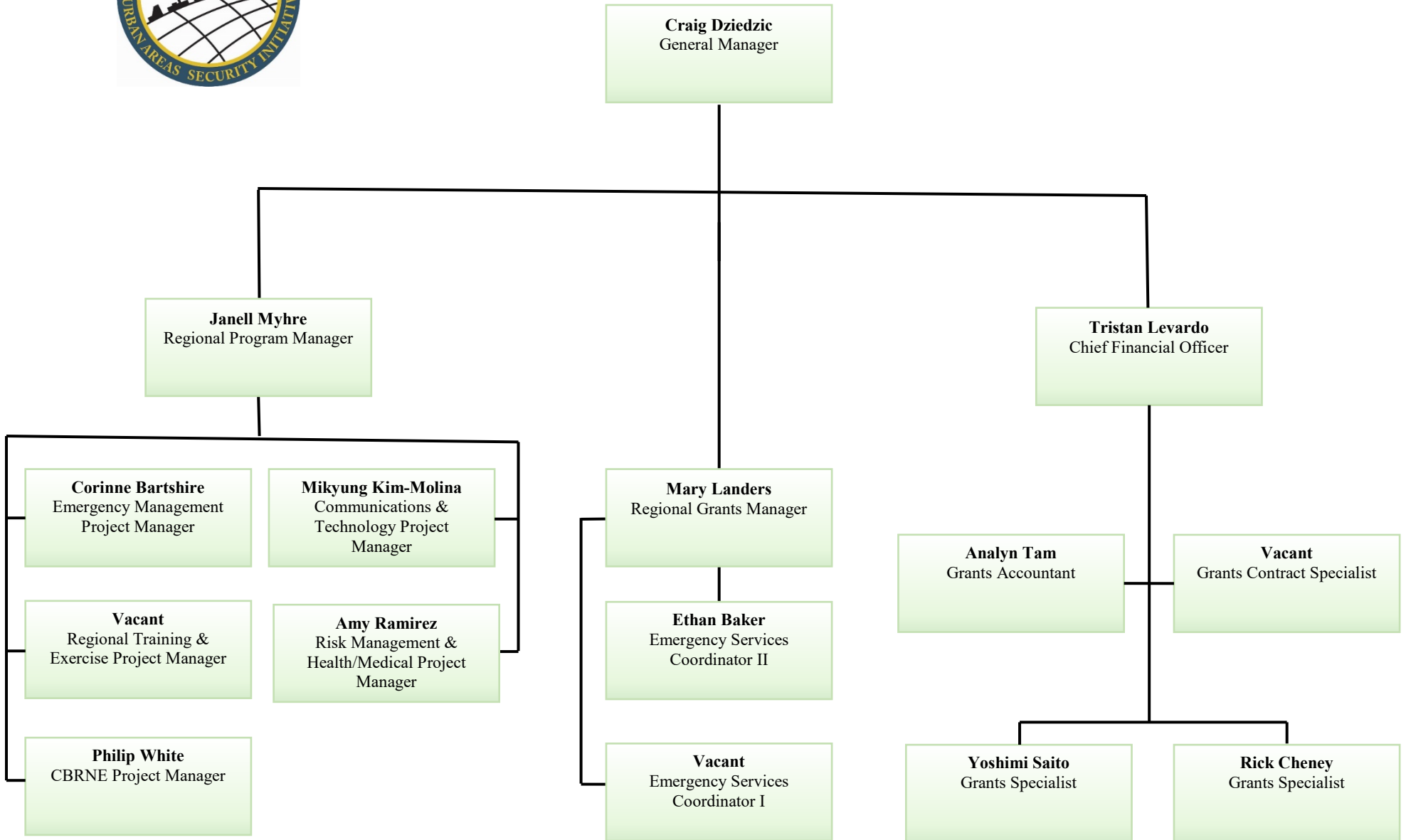




Bay Area UASI 2019 Organization Chart





**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2019-20**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Craig Dziedzic UASI General Manager 8 am – 5 pm	Goal 1 Public Safety and Information Sharing Goal 2 Critical Infrastructure	<ul style="list-style-type: none"> • Provide region-wide leadership and administration of all grant initiatives funded with federal homeland security grants, in direct support of the homeland security goals approved by the Approval Authority, awarded to the Bay Area Region. • Develop, review, and implement plans, protocols, goals, and strategies. • Obtain up-to-date understanding of DHS/FEMA funding, priorities, and policies. 	<ul style="list-style-type: none"> • Execute Bay Area regional goals/initiatives aligned with up to date Federal/ State policies, goals, strategies, and grant requirements. • Develop, initiate, and implement divisional goals, objectives, policies/procedures, and priorities. • Develop, implement, and manage a working budget, organization chart, and annual work plans, for the BAUASI organization. 	30%
	Goals 1-8	<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. 	<ul style="list-style-type: none"> • Monitor/supervise and/or coach the Regional Program Manager, CFO, and the Regional Grants Compliance 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. 	27%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2019-2020**

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Vacant</p> <p>Assistant General Manager</p> <p>Mon-Fri 8am-5pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> Developing, reviewing and implementing plans, protocols, goals, and strategies Supervising, training, assigning, and evaluating the activities of division personnel Providing clarity to staff on roles, responsibilities, and expectations Monitor programmatic and financial management activities, and identify and analyze opportunities for implementing efficiencies and improvements 	<ul style="list-style-type: none"> Compliance with MOUs, bylaws, and any policies and procedures established by the Approval Authority Up to date understanding of DHS/FEMA funding, priorities, and policies Policies and templates for performance plans and appraisals In house training plan and implementation of plan Organization chart Management Team Administrative Policies and Procedures Grants Policies and Procedures 	<p>25%</p>
		<ul style="list-style-type: none"> Direct project staff responsible for the development and coordination of the Bay Area UASI regional risk management program and project selection process Direct project staff as they work with stakeholders to review goals, strategies, analyze gaps in capabilities Oversee tasks associated with application for and distribution of 	<ul style="list-style-type: none"> Oversight of communication to stakeholders on risk management and planning program and activities and THIRA/SPR Bay Area Homeland Security Strategy Allocation and policy priorities Project proposal and prioritization process 	<p>75%</p>

		<p>grant funds and programs and ensure compliance with applicable federal and state grant requirements</p> <ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects and programs • Work with working groups and Bay Area stakeholders to obtain input and make recommendations to the Approval Authority 	<p>documents</p> <ul style="list-style-type: none"> • Project plans, timelines MOUs, and professional services contracts • IJs • UASI grant application • Review of project deliverables • Budget and spending tracking • Regular participation and report outs at Approval Authority meeting 	
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2019-20**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Tristan Levarado 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 	<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. 	<p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p> <p>10%</p> <p>15%</p>

		<p>assistance to UASI management team, and 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. 	<ul style="list-style-type: none"> • Issue accurate and timely MOUs and LOAs. 	5%
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			<ul style="list-style-type: none"> • Facilitate and/or participate on Review Panels. Write contracts using the City's P600 boilerplate and scope of services • 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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		<p>matter experts, and nongovernment organizations.</p> <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 2019-20**

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 	<ul style="list-style-type: none"> Assist in conducting onsite monitoring visits to ensure compliance. 	10%

		<p>guidelines and are consistent with sub-recipient awards affirmed in MOU agreements.</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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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2019-20**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Yoshimi Saito 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 	<ul style="list-style-type: none"> Assist in conducting onsite monitoring visits to ensure compliance. 	10%

		<p>guidelines and are consistent with sub-recipient awards affirmed in MOU agreements.</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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**Bay Area Urban Areas Security Initiative (UASI)
Work Plan Fiscal Year 2019-20**

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Janell Myhre</p> <p>Regional Program Manager</p> <p>9:00am – 5:30pm</p>	<p>Goals 1 - 8</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. • 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 country to engage in national information sharing on current program and project development and standards. 	<p>65%</p>

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		<p>Implement best practices to strengthen regional relationships in order to coordinate and improve the development and use of UASI programs.</p>	<ul style="list-style-type: none"> • Coordinate annual 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. • Manage 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. 	25%
		<p>Support Bay Area jurisdictions with UASI project management coordination</p>	<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 Area Security Initiative
Work Plan Fiscal Year 2019-20**

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
<p>Vacant</p> <p>Training and Exercise Project Manager</p> <p>40 hours weekly</p>	<p>Training and Exercise</p>	<p>Serve as the Project Manager for the Regional Training and Exercise (T&E) Program</p> <ul style="list-style-type: none"> • Implement an annual regional exercise for the Bay Area. • Serve as Chair or Co-Chair for monthly Regional Training and Exercise Program workgroup meetings. 	<ul style="list-style-type: none"> • Plan, monitor, evaluate, and manage the Regional T&E Program to meet Bay Area public safety and community preparedness needs. • Coordinate with community-based organizations to include community input in T&E program initiatives and outputs. • Using a whole community approach, maintain a multidisciplinary Regional Training and Exercise Work Group. • Following HSEEP guidelines, lead the design and execution of an annual exercise for the Bay Area region. • Produce and maintain all T&E records. 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. • Attend stakeholder meetings, conferences, federal/state/local ad hoc meetings, as needed. • Produce Regional Training and Exercise Annual reports. 	<p>90%</p>

			<ul style="list-style-type: none"> • Manage the development and implementation of a Multi-Year Regional Training and Exercise Plan. • Prepare reports and recommendations to UASI Management Team and Approval Authority, 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. • Monitor the annual Regional T&E Program UASI grant budget; including the timely submission of reimbursement requests and provision of supporting documentation. 	10%
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2019-20**

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Corinne Bartshire Emergency Management Project Manager</p> <p>SF DEM</p> <p>7:00 am – 4:30 pm San Francisco</p>	<p>Goal 6 Catastrophic Planning and Response</p> <p>Goal 7 Community Preparedness</p> <p>Goal 8 Recovery</p>	<p>Regional Training & Exercise Program RFP:</p> <ul style="list-style-type: none"> • Manage contract for community engagement • Develop RFP including requirements for new program administration <p>Annual Regional Coordination Exercise:</p> <ul style="list-style-type: none"> • Exercise Director • Manage exercise planning team • Manage contract for exercise design and conduct <p>Regional Capability Building:</p> <ul style="list-style-type: none"> • Manage regional contracts related to building capabilities to be exercised regionally including Critical Transportation 	<ul style="list-style-type: none"> • Manage procurement process, including developing RFPs, RFQs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP and RFQ evaluators, and preparing recommendations for contract awards. • Serve as contract and project manager, working closely with the selected contractors and stakeholders throughout the region to ensure deliverables meet HSEEP and grant guidelines and are completed well and on time. • Provide coordination, monitoring, and appropriate oversight to ensure local capabilities are built and regional coordination is effectively tested in alignment with current State / Federal plans, regional objectives, and local goals. • Work with the new Regional Training & Exercise Program, FEMA IX, Cal OES and Bay Area OAs to develop long term planning strategies to address prior Regional Exercise Improvement items. 	<p>10%</p> <p>70%</p>

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
		<p>Convene and/or attend advisory and/or working groups as necessary, representing Bay Area UASI to ensure region-wide communication and participation in community preparedness and recovery related projects.</p>	<ul style="list-style-type: none"> • Chair the Emergency Management Work Group (EMWG). Coordinate and oversee related subcommittees and sub workgroups to ensure UASI’s regional projects meet local needs. • Represent Bay Area UASI in meetings related to regional projects, policies, or procedures. These include Mutual Aid Regional Advisory Committee (MARAC), California Emergency Services Association (CESA), and other stakeholder groups as appropriate. 	<p>10%</p>
		<p>Project Monitoring</p>	<ul style="list-style-type: none"> • Monitor progress of assigned sub-grantee allocated projects on a quarterly basis. 	<p>10%</p>



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2019-20**

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 1 Public Safety Information Sharing</p>	<p>Project Manager for the Public Safety Information Sharing</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. 	<p>10%</p>
	<p>Goal 3 Cybersecurity</p>	<p>Project Manager for cyber resilience projects</p>	<ul style="list-style-type: none"> • 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, 	<p>40%</p>
	<p>Goal 4 Communications</p>	<p>Project Manager for operational communications and public information and warning projects</p>	<ul style="list-style-type: none"> • 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. 	<p>5%</p>
			<ul style="list-style-type: none"> • 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>30%</p>

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
	<p>Goal 7 Community Preparedness</p>	<p>Serve as regional contact for preventing targeted violence project.</p> <p>Provide regional stakeholder coordination; oversee project procurement and monitoring duties</p>	<ul style="list-style-type: none"> • Work with state, federal, and community-based organizations to address strategies against targeted violence. • 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>5%</p> <p>10%</p>



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2019 – 2020**

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 1 Public Safety Information Sharing</p> <p>Goal 2 Critical Infrastructure</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 and 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 the Risk Management program to incorporate capability assessment. • 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 align="center">35%</p>

	Goal 5 Health & Medical	Chair the Regional Medical and Public Health Workgroup meetings and engage stakeholders.	<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. • Provide contract oversight to develop consistent multilingual and accessible information to educate and prepare the public for future poor air quality events (FY18 Regional Air Quality Initiative) • Support Stop the Bleed initiatives in the region • Oversee implementation of BAMPWG mass prophylaxis regional exercise project 	35%
	Goal 6 Catastrophic Planning and Response	Manage FY18 Regional Grocery Supply Chain Project.	<ul style="list-style-type: none"> • Research, analyze, and engage key stakeholders in the grocery supply chain. 	15%
	Monitoring	Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects.	<ul style="list-style-type: none"> • Ensure assigned jurisdictions are meeting performance milestones and are compliant with grant guidelines 	10%
	Goal 8 Recovery	Support critical lifeline initiatives and projects in the region.	<ul style="list-style-type: none"> • Coordinate with ABAG initiatives and track SF Lifelines Council activities 	5%



**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2019-20**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Philip White CBRNE Project Manager Independent Contractor 40 hours per week</p>	<p>Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities</p>	<p>Manage the Bay Area UASI Chemical, Biological, Radiological, Nuclear, & Explosive (CBRNE) Program</p> <ul style="list-style-type: none"> • Provide guidance and assistance in finalizing CBRNE projects, records and documents. • Chair CBRNE Workgroup and related sub-committees. <p>Manage the Bay Area UASI Preventative Radiologic Nuclear Detection (PRND) project</p> <ul style="list-style-type: none"> • Chair PRND Sub 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 sub-committee • Manage CBRNE Program strategic plan, ensuring goals and objectives are executed, evaluated and updated with workgroup member input. • Attend Approval Authority meetings; prepare and provide written reports and presentations, as needed. • Develop PRND radiological alarm intake protocols with NCRIC, updates to the Concept of Operations Plans, equipment policy and procedures. • Manage PRND training courses. • Support development of PRND Exercise and follow up activities. 	<p>30%</p> <p>20%</p>

		Serve as UASI Management Team Maritime Subject Matter Expert (SME)	<ul style="list-style-type: none"> • Lead CBRNE work group in participating in the development and execution of the 2019-20 Bay Ferry V maritime exercise • Act as UASI representative with USCG, State HazMat Local Area Planning Committee, and Northern California Area Maritime Security Committee. 	20%
		Project Monitoring	<ul style="list-style-type: none"> • Monitor progress of assigned sub-grantee allocated projects on a quarterly basis. 	10%
		Regional Training and Exercise	<ul style="list-style-type: none"> • Support and facilitate pre-approved training sessions, as assigned. • Provide knowledge support for the transition of the regional training program. 	10%

**Bay Area Urban Areas Security Initiative
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Mary Landers Regional Grants Manager</p> <p>SFDEM</p> <p>8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<p>Compliance</p> <ul style="list-style-type: none"> • Technical lead on all compliance requirements • Provide support and build capacity of program and finance staff on compliance requirements. • Design/implement at least 1 training on compliance requirements for staff. • Coordinate updates to policies and procedures documents. • Keep staff apprised of FEMA updates <p>Grant Applications</p> <ul style="list-style-type: none"> • Prepare and submit IJs • Prepare and submit grant applications • Research new grant funding streams and spearhead grant application process. <p>Legislation</p> <ul style="list-style-type: none"> • Prepare legislation and supporting documentation for submittal to the Board of Supervisors. • Work closely with DEM representative to provide additional information/clarification as needed. 	<ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects to ensure jurisdictions are compliant with grant guidelines and meeting their performance milestones and deliverables; • Coordinate with State and Federal agencies and UASI sites to share best practices; and • Prepare grant applications and written status reports, provide oral presentations and briefings to local and regional emergency management groups, Advisory Groups, Approval Authority, and local, state, and Federal agencies, prepare legislative documents, and maintain all records associated with project activities. • Ensure that legislation is prepared and delivered as requested. 	<p>25%</p>

	<p>Goals 1-8</p>	<p>Supervision</p> <ul style="list-style-type: none"> • Oversee and manager 8601 and 8602 • Perform Mid-Year and Annual Reviews • Ensure accountability of assigned tasks • Oversee summer internship participants <p>Project Proposal Process</p> <ul style="list-style-type: none"> • Assume lead of 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 the scheduling of the Kickoff meeting and Hub meetings. • Prepare all PowerPoints/charts for January Hub meetings <p>Special Projects</p> <ul style="list-style-type: none"> • On an as needed basis be prepared to draft and develop RFPs, RFIs, or contracts 	<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. • Oversee all summer intern program members <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 organizations, as needed. • Prepare meeting agendas and conduct working group meetings as necessary. 	<p>40%</p>
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	<p>Goal 6 Catastrophic Planning and Response</p>	<p>Planning and Outreach</p> <ul style="list-style-type: none"> Act as lead for 3 newsletters and Annual Report <p>PRND Program</p> <ul style="list-style-type: none"> Provide assistance to PRND program Provide regional coordination, monitoring, management, and oversight of grant-funded projects and programs. Provide support to sub-recipients to ensure that projects are successfully completed 	<ul style="list-style-type: none"> Review and edit copy, approve photos, and ensure on-time release of the newsletters and report. Coordinate with PRND Project Lead to update policies and procedures for the PRND program. On an as needed basis, coordinate with state agencies, such as CADPH and CHP to ensure policies align. Support various program activities such as: <ul style="list-style-type: none"> UASI stakeholder outreach and work group coordination Project research and analysis Perform research and engage stakeholders in completing PRND risk management gap analysis. Oversee the development and submission of grant applications should funding become available. 	<p>25%</p>
	<p>Goal 7 Community Preparedness</p>	<p>Continuity of Operations Plan</p> <ul style="list-style-type: none"> Oversee the development and maintenance of UASI division's Continuity of Operations Plan (COOP) 	<ul style="list-style-type: none"> Ensure plan/schedule is uploaded and kept up to date in MS Project Set meeting deadlines with staff and review all draft documents 	<p>10%</p>



**Bay Area Urban Areas Security Initiative
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Ethan Baker Emergency Services Coordinator II M-F 8-5 San Francisco	Management and Administration	Website Administration	<ul style="list-style-type: none"> • Plan and develop website improvements for public outreach • Update, edit, and post planning documents as needed • Manage maintenance and hosting of site • Train staff and regional users how to upload documents and audio • Conduct quarterly demonstrations of website updates at staff meeting • Manage User Access & Permissions Levels & Contact Database • Process incoming changes • Manage vendor contracting, hosting, and support • Review and analyze system generated reports from database 	25%
		Project Proposal Process	<ul style="list-style-type: none"> • Review and assist with update of internal and external guidance documents. • Ensure Online Grant Management System information (including funding opportunities and requirements) is correct. • Using approved documents, modify application forms for upcoming fiscal year • Prepare and schedule the release of communications & outreach materials (alerts management) for proposal process • Integrate policy and procedural changes into system • Prepare planning materials for stakeholder outreach (including PowerPoints, charts, and other documents) 	60%

	Goal 6: Catastrophic Planning & Response		<ul style="list-style-type: none"> • Execute Project Change Requests to ensure compliance • Conduct initial review of all submitted project proposals to ensure compliance • Review all programmatic assignments to ensure project proposals are delegated accurately 	
		Planning and Outreach	<ul style="list-style-type: none"> • Gather research materials and design/layout Annual Report and 3 quarterly Newsletters for stakeholders • Review and edit regional project plan materials as needed 	15%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2019-20**

Staff	UASI Goal	Assignments & Responsibility	Critical Tasks & Job Functions	Allocation of Time
Vacant Emergency Services Coord. 8 am – 5 pm San Francisco	Management and Administration	Coordinate logistics of Approval Authority meetings	<ul style="list-style-type: none"> • Public liaison to the Approval Authority • Prepare, edit , and format documents to be submitted to the Approval Authority • Distribute documents to appropriate staff and Approval Authority members • Upload documents to UASI website • Maintain official records of meetings and official actions of the Approval Authority • Set up and attend Approval Authority meetings 	40%
		Office Management and Administrative Support	<ul style="list-style-type: none"> • Provide administrative support to Management Team • Coordinate logistics of weekly staff meetings • Draft weekly Deputy Director Meeting Report • Liaison to Building Management • Manage the master calendar • Order office supplies • Provide technical support and maintain conference room equipment • Liaison to DEM Human Resources • Liaison to DEM Information Technology • Coordinate Well-Being @ Work Program • Provide updates for EverBridge Mass Notification System 	30%

		<p>Project Support</p> <ul style="list-style-type: none"> • Assist Management Team with special projects including Microsoft Project monitoring, Homeland Security Conference Presentations, newsletters, annual reports, website maintenance, online grants management system, and Summer Intern Program 	30%
	<p>Risk Management Program and Asset Catalog</p> <ul style="list-style-type: none"> • Research demographic data of schools to determine risk priority levels in Cal COP and provide written updates 		
	<p>Continuity of Operations Plan</p> <ul style="list-style-type: none"> • Update and maintain Continuity of Operations Plan • Develop and coordinate emergency preparedness drills and readiness activities for Management Team 		