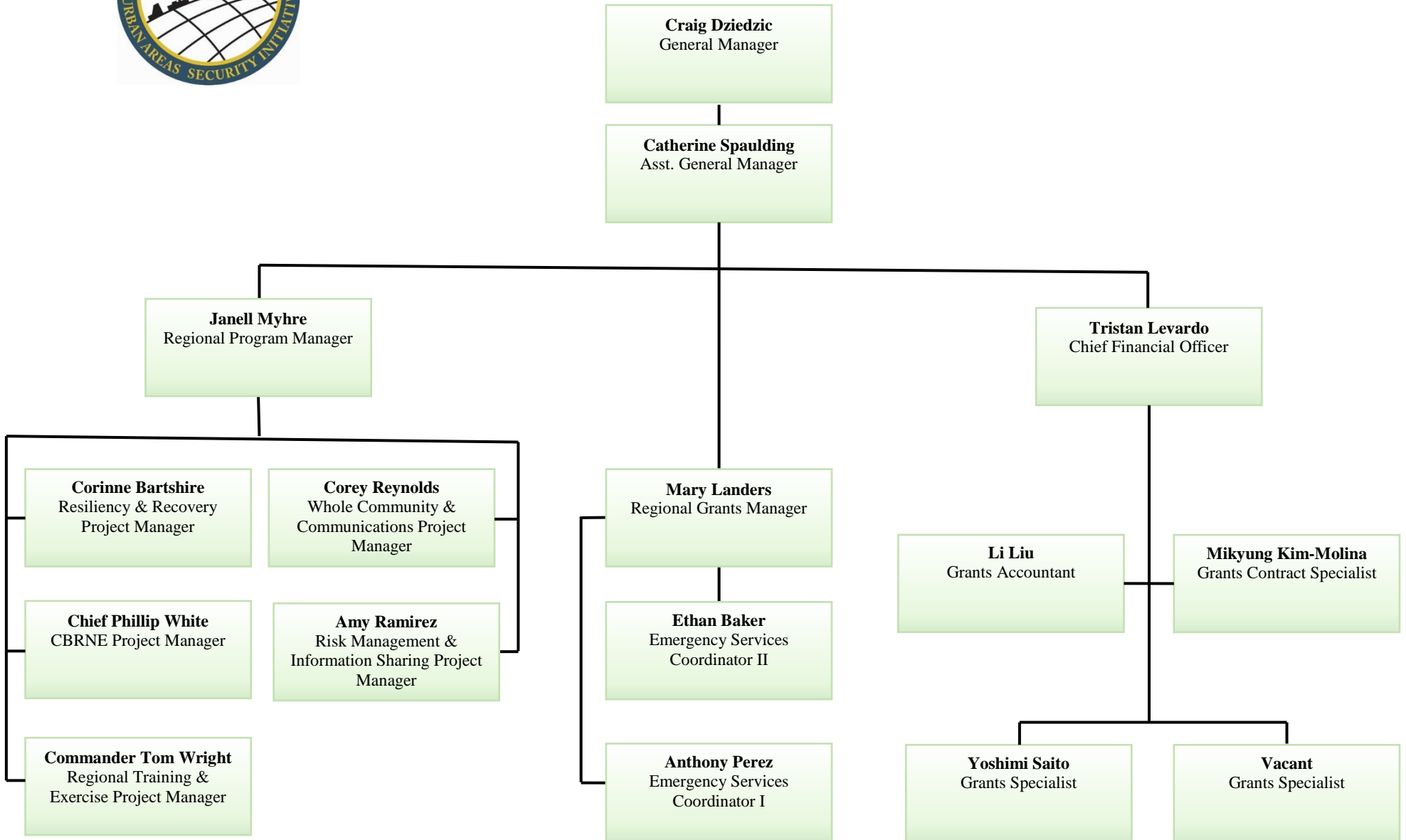




# Bay Area UASI 2017 Organization Chart





		<ul style="list-style-type: none"> <li>• Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects</li> <li>• Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare written status reports and provide oral presentations to UASI work groups, Approval Authority, Federal and State agencies, and maintain all records associated with project activities;</li> <li>• Ensure assigned jurisdictions are meeting performance milestones and are compliant with grant guidelines</li> </ul>	5%
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**Bay Area Urban Areas Security Initiative  
Work Plan Fiscal Year 2017-18**

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

		Project Support	<ul style="list-style-type: none"> <li>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</li> </ul>	20%
	Project Management	<ul style="list-style-type: none"> <li>Risk Management Program and Asset Catalog</li> <li>Continuity of Operations Plan</li> </ul>	<ul style="list-style-type: none"> <li>Research demographic data of schools to determine risk priority levels in CalCOP and provide written updates</li> <li>Update and maintain Continuity of Operations Plan</li> <li>Develop and coordinate emergency preparedness drills and readiness activities for Management Team</li> </ul>	10%



**Bay Area Urban Areas Security Initiative  
Work Plan Fiscal Year 2017-2018**

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

		<p>grant funds and programs and ensure compliance with applicable federal and state grant requirements</p> <ul style="list-style-type: none"> <li>• Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects and programs</li> <li>• Work with working groups and Bay Area stakeholders to obtain input and make recommendations to the Approval Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Allocation and policy priorities</li> <li>• Project proposal and prioritization process documents</li> <li>• Project plans, timelines MOUs, and professional services contracts</li> <li>• IJs</li> <li>• UASI grant application</li> <li>• Review of project deliverables</li> <li>• Budget and spending tracking</li> <li>• Regular participation and report outs at Approval Authority meeting</li> </ul>	
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**Bay Area Urban Areas Security Initiative  
Work Plan Fiscal Year 2017-18**

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p><b>Corey Reynolds</b>  Communications and Technology Project Manager   SF DEM  7:00am – 4:30pm</p>	<p><b>Goal 3</b>  Goal 3 – Communications</p>	<p>Project Manager for interoperable communications and information sharing technology projects, including managing projects and providing oversight to contractors.</p> <p>Provide regional coordination, monitoring, management, and oversight of grant-funded projects and programs.</p>	<ul style="list-style-type: none"> <li>• Coordinate with BayRICS, the Project 25 Operators Group, and the Technical Advisory Committee (TAC) to enhance interoperable communications in the region. Address communications training and exercise needs. Coordinate with BayRICS in tracking FirstNet activities.</li> <li>• Coordinate and support efforts to enhance regional public information and mass notification capabilities, including chairing the Public Information &amp; Warning Working Group.</li> <li>• Plan and manage projects to strengthen emergency planning and community preparedness capabilities, including developing RFPs, negotiating contract schedules/ project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, preparing recommendations for contract awards, and serving as contract and project manager.</li> <li>• Implement and manage projects to enhance regional operational coordination and information sharing.</li> <li>• Communicate regularly with local, regional, State, and Federal partners, assess and respond to</li> </ul>	<p>40%</p> <p>25%</p> <p>10%</p> <p>10%</p> <p>5%</p>



Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
			<p>stakeholder concerns and issues. Provide updates on projects. Prepare written status reports for Program Manager, General Manager, UASI Approval Authority, and other organizations as requested</p> <ul style="list-style-type: none"> <li>• Maintain all records associated with project activities, work group meetings, and monitoring updates.</li> <li>• Represent BAUASI in meetings related to regional projects, policies, or procedures</li> </ul>	<p>5%</p> <p>5%</p>



**Bay Area Urban Areas Security Initiative  
Work Plan Fiscal Year 2017-18**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p><b>Corinne Bartshire</b> Emergency Management Project Manager</p> <p>SF DEM</p> <p>7:30 am – 4:00 pm San Francisco</p>	<p><b>Goal 6</b> Strengthen Emergency Planning and Community Preparedness Capabilities</p> <p><b>Goal 7</b> Enhance Recovery Capabilities</p>	<p>Yellow Command Urban Shield Exercise:</p> <ul style="list-style-type: none"> <li>• Exercise Director</li> <li>• Manage exercise planning team</li> <li>• Manage contract for exercise design and conduct</li> </ul> <p>Regional Capability Building:</p> <ul style="list-style-type: none"> <li>• Manage regional contracts related to building capabilities to be exercised in Yellow Command including:               <ul style="list-style-type: none"> <li>○ Care &amp; Shelter</li> <li>○ Regional Joint Information System</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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, Urban Shield objectives, and local goals.</li> <li>• Work with Urban Shield, FEMA IX, Cal OES and Bay Area OAs to develop long term planning strategies to address prior Yellow Command Improvement Plan items.</li> <li>• Chair the Emergency Management Work Group (EMWG). Coordinate and oversee related subcommittees</li> </ul>	<p>80%</p>

Staff	UASI Goal	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>	<p>and sub workgroups to ensure UASI's regional projects meet local needs.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	15%
		<p>Project Monitoring</p>	<ul style="list-style-type: none"> <li>• Monitor progress of assigned sub-grantee allocated projects on a quarterly basis.</li> </ul>	5%



		<ul style="list-style-type: none"> <li>• Attend CCU quarterly meetings to implement best practices and state-wide preparedness goals and initiatives.</li> <li>• Conduct weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals.</li> <li>• On an as needed basis, schedule and meet with individual members of the approval authority, SMEs, and other regional stakeholders to enhance working relationships.</li> <li>• Enhance the organization’s operating revenue by leveraging multiple grant sources</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate, collaborate, and implement policies, procedures, and regulations of the City and County of San Francisco, including complying with specific union agreements, procurement requirements, dept. policies and MOUs.</li> <li>• Work with the Chair of the Approval Authority to prepare agendas, minutes, and quarterly staff reports for the monthly Approval Authority meetings pursuant to the Bylaws of the Master MOU.</li> <li>• Work with the Coalition of California UASIs (CCUs), 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. Chair the quarterly meetings of the CCU.</li> <li>• Coordinate and strategize with federal, state, and local agencies to increase organizational grant funding; including but not limited to forming necessary regional working groups and responding to Notices of Announcements for applicable grants.</li> </ul>	<p>10%</p> <p>10%</p> <p>10%</p> <p>5%</p>
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**Bay Area Urban Areas Security Initiative  
Work Plan Fiscal Year 2017-18**

<b>Staff</b>	<b>UASI Goal</b>	<b>Assignments and Responsibility</b>	<b>Critical Tasks &amp; Job Functions</b>	<b>Allocation of Time</b>
<b>Ethan Baker</b>  Emergency Services Coordinator II  9/80 work schedule  San Francisco	<b>Management and Administration</b>	Website Planning and Administration	<ul style="list-style-type: none"> <li>• Plan and develop website improvements for public outreach</li> <li>• Update, edit, and post planning documents as needed</li> <li>• Manage maintenance and hosting of site</li> <li>• Train staff and regional users how to upload documents and audio</li> <li>• Conduct quarterly demonstrations of website updates at staff meeting</li> </ul>	30%
		Webgrants Administration	<ul style="list-style-type: none"> <li>• Administer Online Grant Management System</li> <li>• Manage User Access &amp; Permissions Levels &amp; Contact Database</li> <li>• Assign Submitted Applications for Review &amp; Oversee Review Process</li> <li>• Add/ Edit funding opportunities</li> <li>• Modify application forms for upcoming fiscal years</li> <li>• Prepare communications &amp; outreach materials (alerts management)</li> <li>• Provide trainings on Grant System Internal and External users</li> <li>• Create system generated reports from database</li> <li>• Integrate policy and procedural changes into system each year</li> <li>• Process incoming changes</li> <li>• Manage vendor contracting, hosting, and support</li> </ul>	40%
		Strategic Planning for Bay Area UASI Outreach	<ul style="list-style-type: none"> <li>• Create PowerPoints, organizational charts, and other materials as needed to support planning staff</li> <li>• Prepare graphics and digital presentation materials for meetings and agenda items</li> <li>• Design layout for Annual Report- due each May</li> <li>• Develop and prepare quarterly Bay Area UASI Newsletter</li> </ul>	15%

		Project Planning Support	<ul style="list-style-type: none"> <li>• Provide support to all Regional Project Managers by preparing and editing regional project plan materials</li> <li>• Distribution of Project Change Request Forms</li> <li>• Assist in stakeholder outreach; preparation of all outreach materials and documents</li> </ul>	10%
		Special Planning Projects	<ul style="list-style-type: none"> <li>• Assist with special projects as needed</li> </ul>	5%



**Bay Area Urban Areas Security Initiative  
Work Plan Fiscal Year 2017-18**

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<b>Janell Myhre</b>  Regional Program Manager  9:00am – 6:00pm	<b>Goals 1 - 8</b>	Work with GM and AGM to lead the UASI Management Team in best serving the Bay Area through building local and regional capabilities as related to the Bay Area UASI regional program goals.	<ul style="list-style-type: none"> <li>• Oversee and coordinate Regional Project Manager(s) workload to achieve project management and monitoring goals.</li> <li>• Work with CFO to ensure UASI grant fiscal goals and objectives are coordinated with project management activities.</li> <li>• Lead Bay Area project proposal and selection process.</li> <li>• Coordinate efficient presentations to UASI Approval Authority, Advisory Group and Workgroups.</li> </ul>	60%
		Implement best practices to strengthen regional relationships in order to coordinate and improve the development of UASI programs.	<ul style="list-style-type: none"> <li>• Coordinate annual Bay Area stakeholder outreach and follow up to support regional program planning and execution.</li> <li>• Ensure UASI program team processes are efficient, accurate and up to date; archive information for future reference.</li> <li>• Engage with CalOES State and Coastal Region staff to coordinate Bay Area region efforts.</li> <li>• Engage and coordinate with Bay Area regional agencies and organizations, as needed.</li> <li>• Engage and coordinate with FEMA Region IX, as needed.</li> </ul>	20%





Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		Support Bay Area jurisdictions with UASI project management coordination.	<ul style="list-style-type: none"> <li>• Provide guidance and support to Regional Project Managers in assisting Bay Area jurisdiction's staff to complete projects through project monitoring and contractor management.</li> <li>• Attend Bay Area regional meetings, as needed.</li> <li>• Provide outreach and work directly with Bay Area jurisdictions, as needed.</li> </ul>	15%
		Remain current in UASI and RCPGP national program standards.	<ul style="list-style-type: none"> <li>• Coordinate with other UASI and RCPGP sites in the country to engage in national information sharing on current program and project development and standards.</li> </ul>	5%



**Bay Area Urban Area Security Initiative  
Work Plan Fiscal Year 2017-18**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p><b>Li Liu</b> Grants Accountant 8 am – 5 pm San Francisco</p>	<p>Management &amp; Administration (M&amp;A)</p>	<ul style="list-style-type: none"> <li>• Organize the fiscal and accounting requirements of UASI grants in accordance with the Policies and Procedures Manual.</li> <li>• 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.</li> <li>• 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.</li> <li>• Assign, supervise, and evaluate staff accounting work in compliance with Generally Accepted Accounting Principles and applicable grant provisions.</li> <li>• 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.</li> <li>• Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain accurate financial data including the budgets, encumbrances, actual expenses in Financial Accounting Management Information System (FAMIS).</li> <li>• Prepare final management forms and workbooks for cash requests and modification requests in a timely manner.</li> <li>• Review, analyze and monitor budget and spending of grants and generate budget status and spending reports to the CFO.</li> <li>• Oversee accounting staff to maintain efficient work flow and develop processes for timely reimbursements to subrecipients, cash request and grant reconciliations.</li> <li>• Prepare financial reports as requested by CFO and UASI Management Team.</li> </ul>	<p>35%</p> <p>25%</p> <p>15%</p> <p>20%</p> <p>5%</p>

		<p>nongovernment organizations.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits.</li> </ul>		
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**Bay Area Urban Areas Security Initiative  
Work Plan Fiscal Year 2017-18**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p><b>Mary Landers</b> Regional Grants Manager</p> <p>SFDEM</p> <p>8 am – 5 pm San Francisco</p>	<p>Management &amp; Administration (M&amp;A)</p>	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Technical lead on all compliance requirements</li> <li>• Provide support and build capacity of program and finance staff on compliance requirements.</li> <li>• Design/implement at least 1 training on compliance requirements for staff.</li> <li>• Coordinate updates to policies and procedures documents.</li> <li>• Keep staff apprised of FEMA updates</li> </ul> <p><b>Grant Applications</b></p> <ul style="list-style-type: none"> <li>• Prepare and submit IJs</li> <li>• Prepare and submit grant applications</li> <li>• Research new grant funding streams and spearhead grant application process.</li> </ul> <p><b>Outreach and Writing</b></p> <ul style="list-style-type: none"> <li>• Lead on Annual Report</li> <li>• Prepare legislation and supporting documentation for submittal to the Board of Supervisors.</li> <li>• Work closely with DEM representative to provide additional information/clarification as needed.</li> <li>• Work and assist w/ special projects as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Attend working group meetings as necessary to monitor and evaluate the effectiveness and efficiency of the program’s service delivery system, identify and recommend alternative approaches or improvements;</li> <li>• 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;</li> <li>• Coordinate with State and Federal agencies and UASI sites to share best practices; and</li> <li>• 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.</li> </ul>	<p>50%</p>

		<p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• Manage and coach 8600, 8601, and 8602 during weekly one on one meetings</li> <li>• Perform Mid-Year and Annual Reviews</li> <li>• Ensure accountability of assigned tasks</li> <li>• Oversee summer internship participants</li> </ul> <p><b>Special Projects</b></p> <ul style="list-style-type: none"> <li>• On an as needed basis be prepared to draft and develop RFPs, RFIs, or contracts</li> <li>• Manage vendors to ensure successful and timely completion of projects within grant performance periods</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and coach 8600, 8601, and 8602 to ensure accountability of assigned tasks- including conducting annual performance reviews.</li> <li>• Oversee all summer intern program members</li> </ul> <ul style="list-style-type: none"> <li>• Prepare meeting agendas and conduct working group meetings as necessary.</li> </ul>	
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	<p>Project Management</p> <p>Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities</p>	<ul style="list-style-type: none"> <li>• Provide assistance to PRND program</li> <li>• Provide regional coordination, monitoring, management, and oversight of grant-funded projects and programs.</li> <li>• Provide support to sub-recipients to ensure that projects are successfully completed</li> </ul>	<ul style="list-style-type: none"> <li>• Update policies and procedures for the PRND program as related to coordination with state agencies, such as CADPH and CHP to ensure policies align.</li> <li>• Support various program activities such as: <ul style="list-style-type: none"> <li>○ UASI stakeholder outreach and work group coordination</li> <li>○ Project research and analysis</li> </ul> </li> <li>• Perform research and engage stakeholders in completing PRND risk management gap analysis.</li> <li>• Oversee the development and submission of the Securing the Cities Grant application.</li> </ul>	<p>25%</p>
	<p>Goal 6 Strengthen Emergency Planning and Community Preparedness Capabilities</p>	<ul style="list-style-type: none"> <li>• Work collaboratively with the NCRIC to develop opportunities for public private partnerships within the Bay Area.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and contact business owners and groups (e.g. BOMA) in order to introduce the UASI and NCRIC.</li> <li>• Develop PowerPoints, presentations, and other materials for distribution</li> </ul>	<p>25%</p>



**Bay Area Urban Area Security Initiative  
Work Plan Fiscal Year 2017-18**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<b>Mikyung Kim-Molina,</b> Contract Specialist 8 am – 5 pm San Francisco	Management and Administration	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Develop professional services contracts.</li> </ul>	<ul style="list-style-type: none"> <li>• Create MOU boilerplate, Appendix A and Grant Assurance templates for each grant program</li> <li>• 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</li> <li>• Generate formal modifications to MOUs/LOAs, as necessary</li> <li>• Serve as liaison to SF City Attorney.</li> <li>• Provide ongoing technical assistance to sub-recipients regarding MOU/LOA requirements and compliance</li> <li>• Maintain and track MOU/LOA status and budget information on the Inventory and Status spreadsheet</li> <li>• Carry out full execution of all MOUs/LOAs</li> <li>• Present updates to CFO and Program Mangers on MOUs/LOAs</li> <li>• Create RFP/RFQ for</li> </ul>	50%

	<p>Program Management</p>	<ul style="list-style-type: none"> <li>• Project Manager for Cyber Security and Dark Web training, information sharing projects, and counter violence extremist projects</li> <li>• Provide regional coordination, monitoring, management, and oversight of grant-funded projects and programs.</li> <li>• Provide support on the project proposal process.</li> <li>• Perform capability gap assessment and analytical work on regional investments.</li> </ul>	<p>Professional Services Contracts.</p> <ul style="list-style-type: none"> <li>• Facilitate and/or participate on Review Panels. Write contracts using the City's P600 boilerplate and scope of services</li> <li>• Process contracts with SF Office of Contracts Administration and Human Rights Commission.</li> <li>• Attend meetings of San Francisco Department of Emergency Management, Office of Contracts Administration and Civil Service Commission.</li> </ul> <ul style="list-style-type: none"> <li>• Perform program management activities from development to monitoring of assigned projects, as part of the job skills building and enhancement. Support various program activities such as: <ul style="list-style-type: none"> <li>○ UASI stakeholder outreach and work group coordination</li> <li>○ Project research, analysis and scope of work development</li> <li>○ NCRIC liaison</li> <li>○ Fiscal year proposal submission process planning and execution support</li> <li>○ Project monitoring</li> </ul> </li> <li>• Perform research and engage stakeholders in project gap analysis and development.</li> </ul>	<p>50%</p>
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			<ul style="list-style-type: none"><li>• Utilize the Grants Management System in performing work on the proposal process, MOU process and project management.</li></ul>	
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**Bay Area Urban Area Security Initiative  
Work Plan Fiscal Year 2017-18**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p><b>Philip White</b> CBRNE Project Manager Independent Contractor  15-25 hours per week</p>	<p>Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities</p>	<p>Management of UASI Chemical, Biological, Radiological, Nuclear, &amp; Explosive (CBRNE) program:</p> <ul style="list-style-type: none"> <li>• Provide guidance and assistance in finalizing CBRNE projects, records and documents.</li> <li>• Chair CBRNE Workgroup</li> </ul> <p>Manage the Bay Area Preventative Radiologic Nuclear Detection (PRND) project</p> <ul style="list-style-type: none"> <li>• Chair PRND Sub-committee</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and manage working group meetings; ensure appropriate SMEs are included for stakeholder input as necessary</li> <li>• Support Grants Management staff to engage stakeholders to execute policy update, procurement and distribution of current Auto Injector equipment to the Bay Area region.</li> <li>• Prepare and archive meeting agendas, minutes and follow up documents for CBRNE working group and PRND sub-committee.</li> <li>• Attend Approval Authority meetings and prepare written reports, provide presentations as needed</li> <li>• Act as UASI representative with USCG Area Committee, DHS DNDO, LLNL, Sandia SMEs as needed and directed by GM</li> <li>• Develop PRND equipment policy and procedures. Manage Vigilant Guardian Exercise and follow up activities.</li> </ul>	<p>30%</p> <p>65%</p>

		<ul style="list-style-type: none"> <li>• Serve as UASI Management Team Maritime Subject Matter Expert (SME)</li> </ul> <p>Project Monitoring</p>	<ul style="list-style-type: none"> <li>• Gather CBRNE and PRND project information for sub recipient MOU development</li> <li>• Monitor progress of assigned sub-grantee allocated projects on a quarterly basis.</li> </ul>	5%
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**Bay Area Urban Area Security Initiative  
Work Plan Fiscal Year 2017-18**

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
<p><b>Thomas Wright</b>  Training and Exercise Program Manager  Alameda County Sheriff's Office  8 am – 5 pm T SF M, W-F</p>	<p>Goal 8 Enhance Homeland Security Exercise, Evaluation and Training Programs</p>	<p>Administer and manage the Regional Training and Exercise (T&amp;E) Program.</p> <ul style="list-style-type: none"> <li>• Maintain a multidisciplinary Training and Exercise Team.</li> <li>• Serve as Chair for the monthly Regional Training and Exercise Program workgroup meetings and serve as a liaison to local, state, and federal agencies, private sector partners, and non-governmental agencies, to obtain input on region-wide training and exercise priorities as they relate to Homeland Security.</li> <li>• Formulate and implement policies and procedures to ensure that the performance of training and exercise activities are in compliance with all UASI grant guidelines and requirements</li> <li>• Attend EPT meetings; Analyze existing and relevant training plans and priorities. Present findings to the Regional T&amp;E Workgroup to receive input, priorities, and direction. Recommend and implement alternative delivery models for efficient and effective training and exercises.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan, monitor, evaluate, and manage the day-to-day operations of the Regional Exercise, including monitoring and coaching the work of regional T&amp;E staff to improve the regional training program</li> <li>• Manage the implementation of the Multi-Year Regional Training and Exercise Plan and coordinate the activities of the Regional Overhead Planning Team</li> <li>• Prepare monthly reports and produce a FY17 Regional Training and Exercise Annual report.</li> <li>• Establish methodologies for assessing, evaluating and measuring the effectiveness of UASI funded projects, equipment, and plans</li> <li>• Oversee the development of MOUs, contracts, and agreements related to the Regional Training &amp; Exercise Program.</li> </ul>	<p>90%</p>

		<ul style="list-style-type: none"> <li>• Serve as UASI regional POC for a regional full-scale exercise (Urban Shield) and coordinate with Bay Area stakeholders to ensure other regional exercises are conducted as needed.</li> <li>• Serve as the East Bay Hub Liaison and assist in the execution of the East Bay Hub planning process. Assist in the coordination of activities of the East Bay Hub as deemed appropriate by UASI Management</li> <li>• Prepare and manage annual UASI grant budget, file reimbursement requests on a quarterly basis, and provide and maintain required supporting documentation.</li> <li>• Assist the UASI Risk Management Project Manager in the Threat and Hazard Identification process; assist in the promulgation of the concepts contained in the 31 Core Capabilities to the Training and Exercise Workgroup and to the Region.</li> </ul>	<ul style="list-style-type: none"> <li>• Sustain the assimilation of the Emergency Management exercise component (Yellow Command) into the annual Urban Shield exercise.</li> <li>• Produce After Action Reports (AAR) for Regional Exercises, and ensure that Improvement Plans and performance gaps are identified.</li> <li>• Develop and maintain financial management plans and policies that govern the expenditure of grant funds on training and exercise activities, and reimbursement of grant funds to the region</li> <li>• Maintain all records, including AAR/IPs, prepare periodic reports and recommendations to the Bay Area UASI Management Team and Approval Authority, and prepare information for the annual training &amp; exercise program report</li> </ul>	10%
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**Bay Area Urban Area Security Initiative  
Work Plan Fiscal Year 2017-18**

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