Bay Area UASI

Approval Authority Meeting

June 10, 2021

Approval Authority Meeting
Thursday, June 10, 2021
10:00 A.M

Microsoft Teams Meeting
Click here to join the meeting
Call in for audio +1 415-906-4659
Conference ID: 247 709 545#

Please Note: Public comment is also available via the above link or by phone by calling +1 415-906-4659, conference ID: 247 709 545#.
During public comment, the public may raise a hand by pressing *5

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	Erica Arteseros, 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 11, 2021 regular meeting or take any other action related to the matter.
   (Document for this item includes draft minutes from March 11, 2021.) 5 mins

3. **GENERAL MANAGER'S REPORT** (Discussion, Possible Action)
   General Manager Craig Dziedzic will present his report:

   a. Annual Report (Discussion)
   b. Organization Chart (Discussion)
   c. Work Plans (Discussion)
   d. Annual Budget (Action)
   e. Management Team Tracking Tool and Future Agenda Items (Discussion)
   (Documents for this item are a report and five appendices from Craig Dziedzic.) 5 mins

4. **BAY AREA UASI WORK GROUP ANNUAL PLAN UPDATE** (Discussion, Possible Action)
   Regional Program Manager Janell Myhre will present an update on UASI Work Group Annual
   Plans. *(Documents for this item are a report and 7 appendices from Janell Myhre.) 5 mins*

5. **BAY AREA UASI FY22 PROJECT PROPOSAL GUIDANCE** (Discussion, Possible Action)
   Regional Grants Manager Mary Landers will present the FY22 Project Proposal Guidance.
   (Documents for this item are a report and an appendix from Mary Landers.) 5 mins

6. **REGIONAL EOC INFORMATION SHARING PROJECT UPDATE** (Discussion, Possible
   Action) Regional Program Manager Corinne Bartshire will introduce Marin County OES Assistant
   Emergency Services Manager Woody Baker-Cohn to present an update on the Regional EOC
   Information Sharing Project. *(Documents for this item are a report and an appendix from Corinne
   Bartshire and Woody Baker-Cohn.) 5 mins*

7. **BAY AREA TRAINING AND EXERCISE PROGRAM (BATEP) UPDATE** (Discussion,
   Possible Action) Regional Program Manager Corinne Bartshire will present the Bay Area Training
   and Exercise Program (BATEP) update. *(Documents for this item are a report and an appendix
   from Corinne Bartshire.) 5 mins*

8. **RISK MANAGEMENT PROGRAM UPDATE** (Discussion, Possible Action)
   Project Manager Amy Ramirez and Haystax Director of Public Sector Programs Jason Carroll will
   provide an update on the Risk Management Program, including CalCOP situational awareness
   features. *(Document for this item is a report from Amy Ramirez.) 7 mins*

9. **BAYRICS PROGRAM UPDATE** (Discussion, Possible Action)
   BAYRICS General Manager Corey Reynolds will provide an update on the BAYRICS program.
   (Documents for this item are a report and an appendix from Corey Reynolds.) 5 mins

10. **NCRIC THREAT BRIEFING** (Discussion, Possible Action)
    NCRIC Executive Director Mike Sena and Lead Analyst Alison Yakabe will present a threat briefing
    on Cyber Threats and Critical Infrastructure Protection. *(Document for this item is a report from Mike
    Sena.) 5 mins*

11. **REALLOCATION OF GRANT FUNDS** (Discussion, Possible Action)
    CFO Tristan Levardo will present on the reallocation of grant funds. *(Document for this item is a
    report by CFO Tristan Levardo.) 5 mins*

12. ANNOUNCEMENTS - GOOD OF THE ORDER

13. 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.

14. 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.

BROWN ACT NOTICE

Due to the COVID-19 health emergency, and to protect Approval Authority Board Members, regional government employees and the public, the Alameda County Office of Emergency Services is closed. However, Approval Authority Members will be participating in the meeting remotely at the same extent as if they were physically present.

The Approval Authority will take public comment on each item on the agenda. Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item. It is also the Approval Authority policy to include General Public Comment as a separate agenda item at the conclusion of the meeting. Members of the public may only address matters within the Approval Authority's jurisdiction and that have not appeared elsewhere on the agenda for that meeting.

Best practices are to call from a quiet location and when called upon, speak clearly and slowly. Alternatively, you may submit public comment by email to: uasimt.dem@sfgov.org

Call to Order – Chair Carroll
Roll Call – GM Dziedzic

JURISDICTION	JURISDICTION
City/County San Francisco	County of Contra Costa
County of Alameda	County of Marin
City/County San Francisco	County of Monterey
City of Oakland	County of San Mateo
City of San Jose	County of Sonoma
County of Santa Clara	

Approval of the Minutes

Chair Carroll

Bay Area UASI Program
Approval Authority Meeting
Thursday, March 11, 2021
10:00 A.M
Zoom Meeting

REGULAR MEETING MINUTES

1. **ROLL CALL**

Approval Authority Chair Mary Ellen Carroll called the meeting to order. At 10:04 AM and General Manager Craig Dziedzic took the roll call and announced that a quorum had been achieved.

Chair Mary Ellen Carroll and Vice-Chair Rich Lucia were present. Members Erica Arteseros, Jessica Feil, Raymond Riordan, Dana Reed, Tom Shaw, Craig Scardini, Gerry Malais, Scott Kirkpatrick, Chris Godley and alternate Jeff Douvall were present.

2. **APPROVAL OF THE MINUTES**

Motion: Approve the minutes from the January 11, 2021 Approval Authority meeting.

Moved: Raymond Riordan   **Seconded:** Gerry Malais

Vote: Motion passed 9-2 with 2 abstentions.

A public comment was made regarding the written meeting minutes process.

3. **GENERAL MANAGER'S REPORT**

General Manager Craig Dziedzic provided an update on the FY2021 UASI and STC Notice of Funding Opportunity's (NOFO) and reviewed the Management Team Tracking Tool and Future Agenda Items.

The General Manager confirmed that the required FEMA 30% FY21 minimum investment for National Priority Project areas could be satisfied with the current estimated regional fund allocations.

A public comment was made on interstate gun sales and gun trafficking.

4. **CAL OES PRESENTATION**

Cal OES Deputy Director of Homeland Security, Tom Osborne, presented an update on the State projects funded by UASI grant retention funds. The full presentation and related conversation may be heard here: March 2021 UASI Approval Authority meeting (time mark 23:14)

A public comment was made regarding the subject of accountability and transparency.

5. FY 2021 UASI GRANT ALLOCATIONS

Chief Financial Officer, Tristan Levardo, presented the FY 2021 UASI grant allocations.

Motion: Approval of the proposed FY21 Bay Area UASI grant allocations.

Moved: Gerry Malais   **Seconded:** Rich Lucia

Vote: Motion passed unanimously

A public comment was made regarding the development of the UASI grant stream, its related funding cycle time frame, and accountability to the public.

6. FY 2021 HUB PROJECTS

Regional Grants Manager, Mary Landers, presented the FY 2021 HUB Projects.

Motion: Approval of funding for FY21 HUB projects as allocated

Moved: Erica Arteseros   **Seconded:** Dana Reed

Vote: Motion passed unanimously

A public comment was made on the topic of transparency and a wider focus on natural disasters.

7. FY 2021 NATIONAL PRIORITY PROJECTS

Regional Program Manager Janell Myhre presented the FY 2021 National Priority Projects.

Motion: Approval of concepts for the FY 2021 National Priority Projects

Moved: Gerry Malais   **Seconded:** Scott Kirkpatrick

Vote: Motion passed 9-2 with 2 abstentions.

Chair Ellen left the meeting at 11:10am and Vice Chair Lucia took over as meeting Chair.

The full presentation and related conversation may be heard here: March 2021 UASI Approval Authority meeting (time mark 1:02:26)

A public comment was made on the topic of transparency, accountability, and interstate gun sales.

8. GRANT FUNDED PROGRAMS UPDATES
The General Manager introduced the UASI program team members who presented updates on the grant-funded programs, currently managed by the UASI Management Team.

a) Regional Program Manager Jodi Traversaro presented on the Bay Area Training and Exercise Program.
b) Regional Project Manager Corinne Bartshire presented on the Regional Catastrophic Preparedness Grant Program (RCPGP).
c) Regional Program Manager Dominic Yin presented an update on the Securing the Cities San Francisco Bay Area (STC SFBA) program.
d) Regional Program Manager Jodi Traversaro presented an update on the Targeted Violence and Terrorism Prevention (TVTP) program.

A public comment was made regarding sustainable public policy.

9. NCRIC THREAT BRIEFING
NCRIC Executive Director Mike Sena presented a threat briefing on Domestic Terrorism.

A public comment was made on the topic of good practices in public policy and voting rights.

10. FY20 UASI Spending Report
Chief Financial Officer Tristan Levardo presented the FY20 UASI Spending Report.

A public comment was made on the topic of transparency and working closely with local communities.

11. ANNOUNCEMENTS - GOOD OF THE ORDER
No announcements

12. GENERAL PUBLIC COMMENT
A public comment was made expressing appreciation for the meeting and suggesting slow movement on the topic of domestic violent extremism.

13. ADJOURNMENT
Rich Lucia, Vice Chair, adjourns the meeting at 12:17pm

Approval of the Minutes

Board Comments

Approval of the Minutes

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item.

Approval of the Minutes

Motion and 2nd

Approval of the Minutes
Roll Call Vote- Sara Cox

JURISDICTION	JURISDICTION
City/County San Francisco	County of Contra Costa
County of Alameda	County of Marin
City/County San Francisco	County of Monterey
City of Oakland	County of San Mateo
City of San Jose	County of Sonoma
County of Santa Clara	

9

General Manager's Report

To: **Bay Area UASI Approval Authority**

From: **Craig Dziedzic, General Manager**

Date: **June 10, 2021**

Re: **Item 3: General Manager's Report**

Staff Recommendation:

Staff recommends approving the Management Team Organization Chart, Annual Work Plans, and FY 2021-2022 Management Team Proposed Budget.

Action or Discussion Items:

(a) FY 2020-2021 Bay Area UASI Annual Report (Discussion)
(b) Management Team Organization Chart (Action)
(c) Annual Work Plans (Action)
(d) FY 2021-2022 Management Team Budget (Action)
(e) Management Team Tracking Tool and Future Agenda Items (Discussion)

Discussion/Description:

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 2021-2022 UASI Proposed Budget, are presented for approval. The 2020-2021 Bay Area UASI Annual Report is submitted for review.

(a)   2020-2021 Bay Area UASI Annual Report (attached as Appendix A)

Highlights of our accomplishments include the following:

1. 34% Increase in grant funding – Secure the Cities (STC) grant, Regional Catastrophic Preparedness Grant program (RCPGP), Targeting Violence and Terrorism Prevention (TVTP) grant.
2. Completion of our three-year Integrated Preparedness plan of our Bay Area Training/Exercise Program (BATEP).
3. Integration and alignment of our cybersecurity national priority projects with the Northern California Integration Center (NCRIC).

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

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

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

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

  Goal 1 – Strengthen Fusion Center Capabilities
  Goal 2 – Protect Critical Infrastructure and Key Resources
  Goal 3 – Enhance Cybersecurity
  Goal 4 – Strengthen Emergency Communications Capabilities
  Goal 5 – Enhance Medical and Public Health Preparedness
  Goal 6 – Preventing Violent Extremism
  Goal 7 – Enhance Community Resilience
  Goal 8 – Enhance Information and Sharing Collaboration
  Goal 9 – Enhance All Hazards Incident Planning, Response & Recovery Capabilities
  Goal 10 – Homeland Security Exercise, Evaluation, and Training Program

(d) FY 21-22 Proposed Budget (attached as Appendix D)

The FY2021/2022 UASI Management Team proposed budget amounts to $4,922,347 which is comprised of revenue sources from four grants (UASI FY 2018- FY 2021; RCPGP FY 2019 - 2020; STC FY 2019-2020; and TVTP FY 2020). The proposed budget is 4.64% more than last year due to an increase of grant funding.

(e) 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.

General Manager's Report

Appendix A: Annual Report

Bay Area UASI

FY 2020 - 2021 Annual Report

A global pandemic, unprecedented wildfires, regional public safety power shut offs, poor air quality, countless federal, state, and local cyberattacks, election security concerns, and a rise in domestic terrorism all posed threats to our region last year. Despite these unforeseen conditions, the Bay Area UASI delivered several successful projects to enhance regional homeland security.

The Bay Area UASI Management Team adapted to the virtual environment and overcame challenges in grant performance monitoring, staff resourcing due to EOC activations, onboarding new employees, and the provision of virtual workshops, meetings, and trainings– all of which were accomplished effectively and expeditiously. The Management Team also negotiated a new office lease and coordinated the necessary tenant improvements. I am proud of the strength and resolve our team demonstrated under the compounded trials of this year.

In addition to leveraging Department of Homeland Security (DHS) grant funding to support local preparedness and prevention efforts, new grant awards were secured which diversified funding and increased revenue sources by 34% compared to last year. This year, the Bay Area UASI Management Team successfully:

1. supported the COVID-19 response by participating in the Disaster Service Worker (DSW) program, requiring a realignment of staffing and resources;
2. secured an additional year of grant funding under the Regional Catastrophic Preparedness Grant Program (FY2020 RCPGP) to support pandemic planning efforts;
3. secured new grant funding under the Securing the Cities (FY2020 STC) grant program, which supports radiological/nuclear preparedness efforts; and
4. secured new grant funding under the Targeted Violence and Terrorism Prevention (FY 2020 TVTP) grant program, supporting awareness trainings/campaigns.

Each of these DHS programs and initiatives, along with the UASI projects, are described in more detail in the subsequent pages of this annual report along with an overview of our continued collaboration with and support of the Northern California Regional Intelligence Center and the Bay Area Regional Interoperable Communications System Joint Powers Authority.

In closing, I would like to honor the work of our essential workers and public safety personnel. Our hearts go out to those who suffered losses this past year. We remain committed to supporting the Bay Area community and our public safety partners through results-oriented planning, training, exercises, equipment, and organizational support.

Craig Dziedzic
General Manager, Bay Area UASI

Bay Area Urban Areas Security Initiative

The Bay Area Urban Areas Security Initiative (BAUASI) is the fiscal agent and managing body for all regional homeland security grants. These grant programs are part of a comprehensive set of initiatives focused on enhancing regional terrorism preparedness in major metropolitan areas by developing integrated systems for terrorism prevention, protection, response, and recovery.

THIRA/SPR

DHS mandates that grant funded initiatives be allocated to gaps identified by the region's Threat and Hazard Identification and Risk Assessment (THIRA). The THIRA helps our region understand our risks and determine the level of capability needed to address those risks. The outputs from this process lay the foundation for determining the region's capability gaps during the Stakeholder Preparedness Review (SPR).

The SPR is an annual assessment of regional capability levels based on the capability targets identified in the THIRA. It follows a three-step process:

1. assess current capability levels and how capabilities changed over the last year,

2. identify capability gaps and intended approaches to addressing them, and

3. describe the impacts of funding sources on building or sustaining target capabilities.

NEW REQUIREMENT
NATIONAL PRIORITY PROJECTS

Given the evolving threat landscape, It is necessary that DHS/FEMA continuously evaluate the national risk profile and set funding priorities. The following are the four priority areas identified for FY 2020 and their corresponding projects:

1. **Enhancing Cybersecurity**
   Cyber Navigator Program— assists election authorities in detecting, defending against, and recoviering from cyber attacks

2. **Enhancing the Protection of Soft Targets/ Crowded Places**
   Identity Access Management for Elections Security— establishes partnerships with local government entities to support the disabled community and people with access and functional needs during the voting process.

3. **Enhancing Information and Intelligence Sharing**
   Chem-Bio/Public Health Information & Sharing Analysts— supports staffing to gather data and archive information for the fusion center and funds the procurement and installation of the most up-to-date equipment and software to ensure streamlined data sharing with federal/ state agencies.

4. **Addressing Emergent Threats**
   Chem-Bio Consequence Management Planning— coordinates intelligence on emerging Chem-Bio threats across law enforcement and other first responder and public health agencies including consequence management of unmapped viral strains.

APPROVAL AUTHORITY

An eleven-member Approval Authority directs the BAUASI 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 BAUASI footprint. This group provides policy direction and is responsible for final decisions regarding projects and funding.

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

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

Erica Arteseros
Assistant Deputy Chief
San Francisco Fire Dept.

Mike Casten
Undersheriff
Contra Costa County
Sheriff's Office

Robert Doyle
Sheriff
Marin County
Sheriff's Office

Jessica Feil
Manager, Emergency Services
City of Oakland

Christopher Godley
Director, Sonoma County
Dept. of Emergency Management

Gerry Malais
Manager, Emergency Services
Monterey County

Dana Reed
Director, Office of Emergency Services
Santa Clara County

Ray Riordan
Director, Office of Emergency Management
City of San José

Mark Robbins
Undersheriff
San Mateo County
Sheriff's Office

Cybersecurity

The BAUASI region has over 650 municipalities that are vigilant in safegarding a variety of critical infrastructure sites vulnerable to cyberattacks. To build capabilities in protecting these sites, the BAUASI grant supports the Northern California Regional Intelligence Center (NCRIC) which continuously collaborates to share cyber threat intelligence, improve understanding of cyber-attacks, and develop models to counter cyberattacks.

In 2020, The BAUASI Cyber Resilience Work Group and the NCRIC Cyber Team produced the Cyber Incident Response Framework to address both OES and IT objectives to support county-wide cyber incident response efforts. A Cyber Toolkit was also produced which includes tools and templates created to assist individual organizations/jurisdictions in strengthening their cyber planning, response, and recovery.

Find to our Technology Recovery Plan Template and Cyber Incident Response Plan Template at http://www.bayareauasi.org/CyberSecurityResponseandRecoveryPlanning

NOTABLE ACHIEVEMENTS

- Election Security - To ensure the security of the 2020 election cycle, the NCRIC participated in 400 cyber briefings for regional partners to explain potential threats. Although several cyberattacks from foreign actors occurred in the days leading up to the election, there was no impact on the election process itself. By all government reports, the 2020 election was the most secure in history.

- Ransomware - The Cyber Team delivered key cyber incident support to 15 ransomware attacks in the region. Support included information triage, case building for federal partners, and sharing threat information with stakeholders so that other potential victims could be protected.

Training and Exercise

In July of 2020, the BAUASI launched the re-envisioned Bay Area Training and Exercise Program (BATEP) which combines innovative training and realistic exercises to build public safety and preparedness capabilities through the following program components:
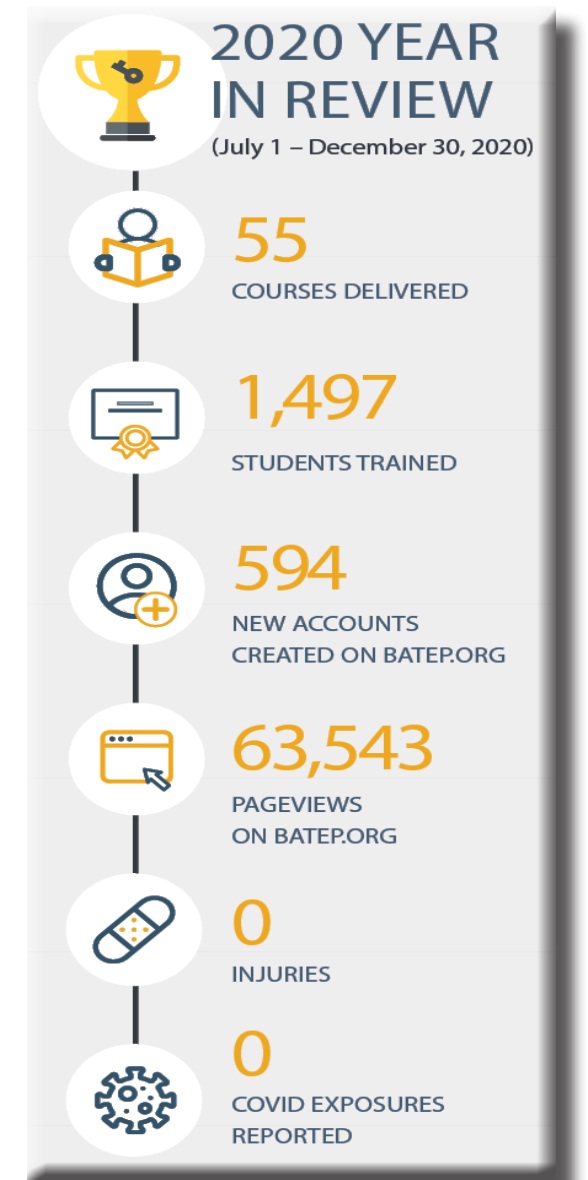1. multi-discipline training course for local government public safety staff,
2. regionwide multi-discipline exercises; and
3. community preparedness activities specifically geared toward community-based organizations throughout the Bay Area.

Golden Eagle, a regional, multi-jurisdictional, multi-discipline exercise focused on critical transportation and logistics operations will be held on November 3, 2021.

IN 2020, THE BATEP SUCCESSFULLY:

- launched BATEP.org, a "One-Stop Shop" of government-provided and grant-funded training opportunities,

- created the three-year Regional Integrated Preparedness Plan and the BATEP program manual, and

- delivered **40** virtual community preparedness activities in BATEP's first year of operation. Community preparedness training is new to BATEP and wasn't included in the prior regional training and exercise program. Courses include Volunteer Management, Community Organizations and GOvernment Coordination, and Continuity of Operations Planning for Non-Profits.

Bay Area agencies are encouraged to participate in BATEP offerings. Create an account at www.BATEP.org and register for training! Questions may be directed to contact@BATEP.org.

2020 YEAR IN REVIEW
(July 1 – December 30, 2020)

55 COURSES DELIVERED

1,497 STUDENTS TRAINED

594 NEW ACCOUNTS CREATED ON BATEP.ORG

63,543 PAGEVIEWS ON BATEP.ORG

0 INJURIES

0 COVID EXPOSURES REPORTED

Disaster Service Worker Integration

In response to COVID-19, Disaster Service Workers (DSWs) supported a variety of emergency operations roles including contact tracing, testing and vaccination, communications, and sheltering operations. The scope and scale of 2020 DSW operations was unprecedented. The BAUASI Management Team coordinated across all Bay Area jurisdictions to document best practices and compile lessons learned to improve local DSW programs. The below listed tools were developed as a result of that coordination.

TOOLS AND TEMPLATES:

▶ Regional Analysis: Compiles best practices and lessons learned in effective collaboration, communications, planning, and training for DSW programs.

▶ Skills Inventory Tool: Supports the identification of skills such as language proficiency, medically related certifications, and other relevant licenses to aid in the pre-planning of DSW assignments.

▶ DSW Program Toolkit: provides DSW activity descriptions, guidance on establishing essential functions, messaging templates for department leadership, and other resources to support local DSW programs.

TOGETHER WE HEAL:

Lead by the San Francisco African American Arts and Cultural District (SFAAACD) and coordinated by the JIC DSW Lloyd Shand, Together We Heal celebrates the heroism of African American frontline health workers.

The campaign uses art to reflect the vibrancy of the African American community. Creating and celebrating art made as a community propels members to choose safer behaviors amidst the COVID-19 pandemic. It's one thing to hear health orders. It's another to take action to honor the very people they are there to protect.

When we work together, we can heal together. "Together We Heal."

Bay Area Joint Information System

The Bay Area Joint Information System (Bay Area JIS) is a network of individuals with emergency public information and warning responsibilities from multiple agencies, disciplines, and jurisdictions throughout the Bay Area. The mission of the Bay Area JIS is to facilitate the sharing of information, situational awareness, and resources among communicators who coordinate, collaborate and deliver timely and accurate life-saving public messages.

IN 2020, THE BAY AREA JIS:

▶ sustained and expanded a network of public information officers (PIOs) across jurisdictions to share resources and support coordinated public messaging in direct response to COVID-19,

▶ evaluated its response activation operations, identifying lessons learned and recommendations for improvements,

▶ developed a website (ALERTtheBay. org) providing easy access to local and partner agency alert & warning systems, and

▶ launched a regional digital campaign to promote public registration with local alert & warning systems.

ALERTTHEBAY.ORG

ALERTtheBay.org— a website which links to local mass notification systems— helps closes the gap in our ability to deliver prompt, emergency information to the public.

The pilot media campaign validated the outreach approach generating a Click-Through-Rate of 2.6% on social media ads compared to a national average of 0.9% in similar type campaigns. The Bay Area JIS is continuing the digital media campaign to promote ALERTtheBay.org in advance of fire season and investing in locally customized campaigns to communities across the Bay Area this fall.
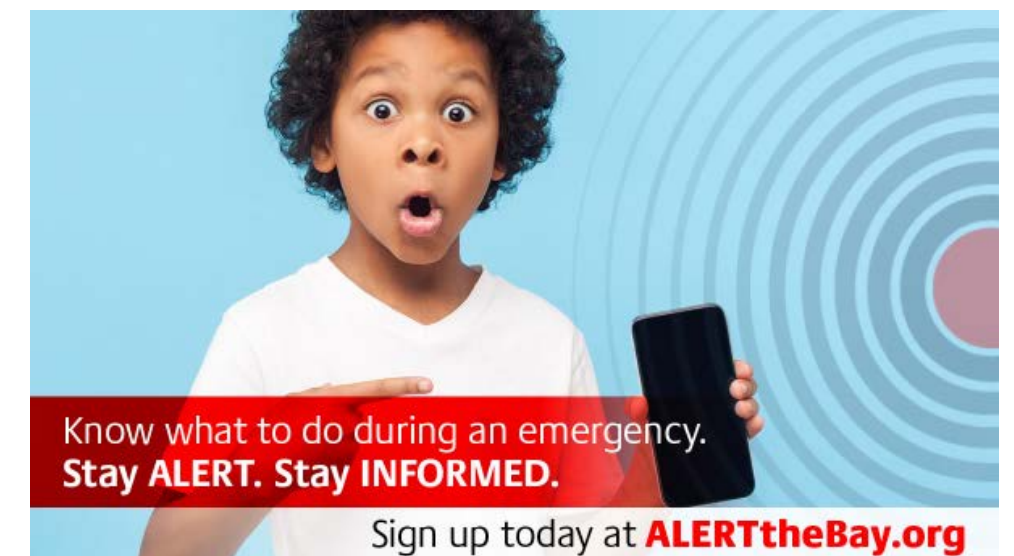
Interoperable Communications

Regional interoperability is a multi-dimensional challenge and requires coordination across five interdependent elements which must be considered together to foster true regional inter-operable communications: Governance, SOPs, Technology, Usage, and Training & Exercise.

The Bay Area Regional Inter-operable Communications System Joint Powers Authority (BayRICS) ensures progress across each of these elements and oversees advanced public safety communications projects such as the monitoring, testing, and implementing of FirstNet and other public safety broadband technologies.

IN 2020 BAYRICS:

- developed and tested the mobile Tactical Interoperable Communications Plan, an app that puts key radio communications information into first responders' hands,

- hosted its Annual System Key Exchange, where 97 local system programming keys were exchanged among 6 Counties and 3 Federal-agency partners to better facilitate mutual aid responses,

- purchased P25 portable radios, EOC satellite phones, and a trunked radio system.

- developed the Standardized Regional Alias System, a coordinated way for local agencies to delineate between internal and out-of-system users,

- created the Regional Public Safety Broadband Work Group to advance the Bay Area's broadband communications capabilities through enhanced coordination, governance structures, planning, training, and equipment, and

Participation in the BayRICS' stakeholder group is open to all jurisdictions and agencies in the Bay Area UASI footprint. For more information or to join, contact Corey Reynolds, BayRICS General Manager, corey.reynolds@bayrics.net.

Equipment Purchases

Specialized technology and equipment ensure our regional partners are able to effectively prepare for and respond to emergencies. In 2020, BAUASI partners purchased a variety of operational equipment including the following:

OAKLAND purchased a Gator Utility Vehicle which has already been used in multiple rescue missions. On Chaparral Trail, Fire Captain Brian Oftedal recalls:

> *"without the gator it would have been a multi-agency rescue taking hours to get the injured individual out. We had him out, start to finish, in less than 45 min."*

SONOMA COUNTY purchased four travel trailers to transport cots, showers and other supplies as needed from their warehouses to shelters during an emergency. Supporting shelter residents during the 2017 wildfires was a challenge.
"Now, each trailer carries enough supplies for 1,000 people" — Sam Wallis, Emergency Services Coordinator.

Sonoma also increased its capacity to serve individuals with access and functional needs (AFN) by purchasing AFN showers and a braille printer for the blind.

NAPA-SOLANO-YOLO-MARIN COUNTY Public Health Laboratory purchased an ABI7500 Real-Time PCR. This amazingly fast piece of machinery allowed the Lab to test 600 – 700 specimens per day for COVID-19 and provided patients' test results within 24 hours. Laboratory Director Beatrix Kapusinsky expressed that this piece of equipment

> *"turned out to be an absolute lifesaver during the pandemic."*

SAN MATEO COUNTY Self-contained breathing apparatuses were purchased by the San Mateo Sherrif's office.

> *"The attachment … is simple and easy to teach and learn for our new team members, is easy to put on by yourself, and is very comfortable to wear over our other PPE and tactical gear."*
> —Sgt. David Padilla
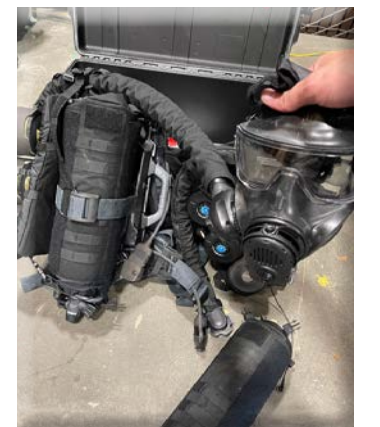
Regional Catastrophic Preparedness Grant Program

The Regional Catastrophic Preparedness Grant Program (RCPGP) C-POD Project improves the Bay Area's ability to provide life-sustaining commodities—such as feeding, hydration, or medications—to impacted populations when a catastrophic disaster disrupts critical lifelines and services.

Over 70 Commodity Points of Distribution (C-POD) sites are being thoughtfully selected, taking into consideration size, accessibility, location, anticipated community needs, and other planned disaster response services.

IN 2020:

► The RCPGP team assessed the existing planning landscape,

► drafted training curriculum for C-POD managers and disaster logistics practitioners, and

► developed recommendations for the Bay Area's current C-POD planning process.

The C-POD Project utilizes an integrated and holistic approach to enhancing capabilities through planning, training, and exercising. The project will provide logistics planning guidance, pre-scripted resource requests, agreement templates, and more in a downloadable toolkit.

Targeted Violence and Terrorism Prevention Program

The Targeted Violence and Terrorism Prevention (TVTP) program seeks to prevent targeted violence through the development and delivery of training at high schools and houses of worship. The Program will educate communities on behaviors that indicate an individual may be mobilizing to violence, provide an avenue for reporting, connect those at risk with resources, and provide support to those affected.

SUPPORTS THREE INITIATIVES:

1 COMMUNITY AWARENESS BRIEFINGS

2 THREAT ASSESSMENT PROTOCOLS AND PORTAL DEVELOPMENT

3 BEHAVIORAL ANALYSIS TRAINING

2020 PROGRAM ADVANCEMENT:

► selected schools for program delivery,

► reviewed Threat Assessment Protocols,

► developed Awareness Briefings and Analysis Training which will be offered to those who interact with students on campus including cafeteria workers, bus drivers, parents, faculty, and school safety officers, and

► identified county mental health, high school, and juvenile public safety individuals to serve on the threat management team. Members will participate in the threat assessment protocol review and portal development project.

NEW GRANT INITIATIVE

Securing the Cities

The BAUASI received $5 million dollars in Securing the Cities (STC) grant funding to detect and deter terrorism events including those that involve nuclear, chemical, biological, and explosive weapons. By assisting state and partner agencies, STC programming builds capabilities in the detection, analysis, and reporting of chemical, biological, radiological, nuclear, and high yield explosive weapons (CBRNE). The program footprint includes the 14 BAUASI jurisdictions, Sacramento, Fresno, and Washoe counties.

IN 2020, SECURING THE CITIES BAY AREA:

▸ established the governance and administrative structure and identified strategic partners,

▸ established the STC Program Management Office to build Preventive Radiological/ Nuclear Detection (PRND) operations, information sharing, equipment, and training capabilities,

▸ integrated STC and CBRNE which will provide more comprehensive protection leading up to and after a WMD event. This integration expanded working groups to include representatives from chemical-biological warfare and high yield explosives subcommittees, and

▸ conducted a region-wide gap analysis and procurement planning for additional PRND equipment needs.
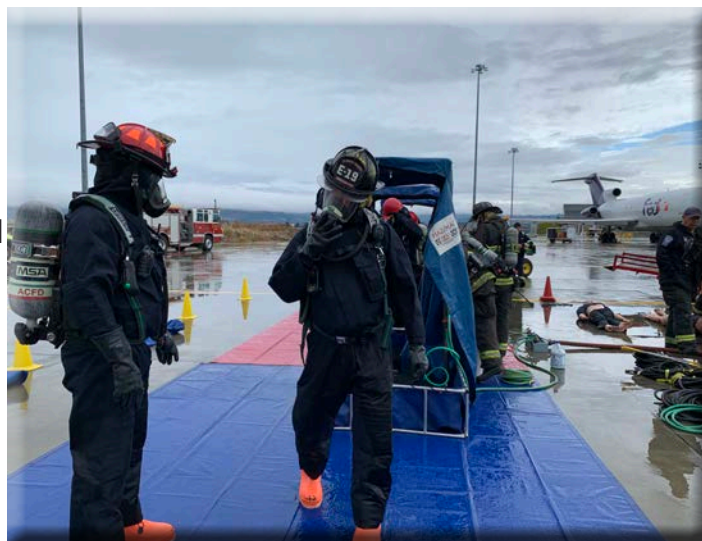
The San Francisco Sherrif's Office is excited to welcome its newest team member — K-9 Paco, a one-year-old Belgian Malinois. Paco will climb, crawl, and sniff out danger, protecting public buildings and public safety. K-9 Paco was purchased with UASI funds in FY2020 and supports STC programming.
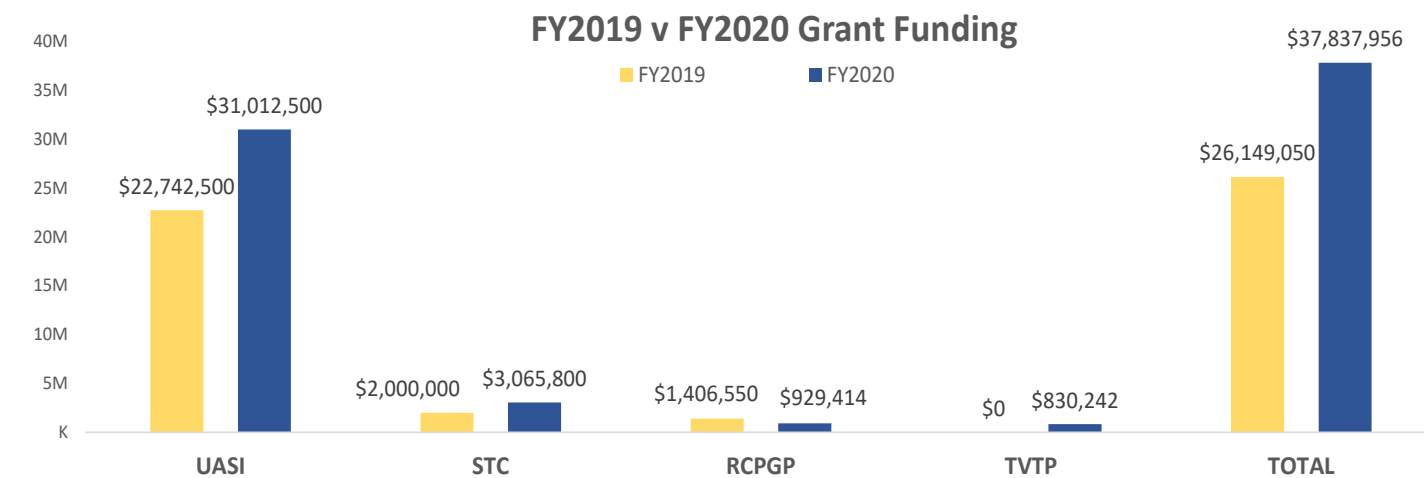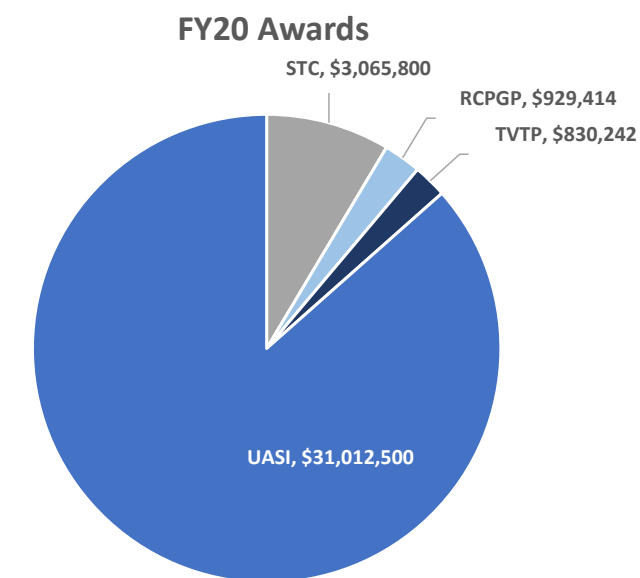
Financials

Once again, our fiscal staff performed efficiently and professionally as they adapted to new COVID-19 restrictions and shifted from onsite monitoring review to desk audits to ensure subrecipient compliance with federal and state laws, policies, and procedures. Twenty-one separate desk reviews were conducted resulting in four monitoring reports with various recommendations. Overall, the jurisdictions showed substantial compliance with grant requirements.

In FY 20, UASI sustainment projects were funded in the amount of $8,812,873 and other proposed regional projects, including four National Priority Projects, were funded in the amount of $6,537,800. The amount for all UASI regional funding for FY20 totaled $15,350,673. Of the 146 proposals submitted in FY2020, the four hubs awarded funding to 55 projects.

Due to program expansion, the BAUASI fiscal team increased from four to six full-time positions. Newly added staff are financial analysts, responsible for providing fiscal support for the Securing the Cities and the Bay Area Training and Exercise programs. Increased funding also generated an additional number of contracts totaling approximately $10 million.

FY20 Awards

STC, $3,065,800
RCPGP, $929,414
TVTP, $830,242
UASI, $31,012,500

FY2019 v FY2020 Grant Funding

	FY2019	FY2020
UASI	$22,742,500	$31,012,500
STC	$2,000,000	$3,065,800
RCPGP	$1,406,550	$929,414
TVTP	$0	$830,242
TOTAL	$26,149,050	$37,837,956

General Manager's Report Appendix B:

Management Team Organization Chart

UASI Management Team 2021-22
Organization Chart

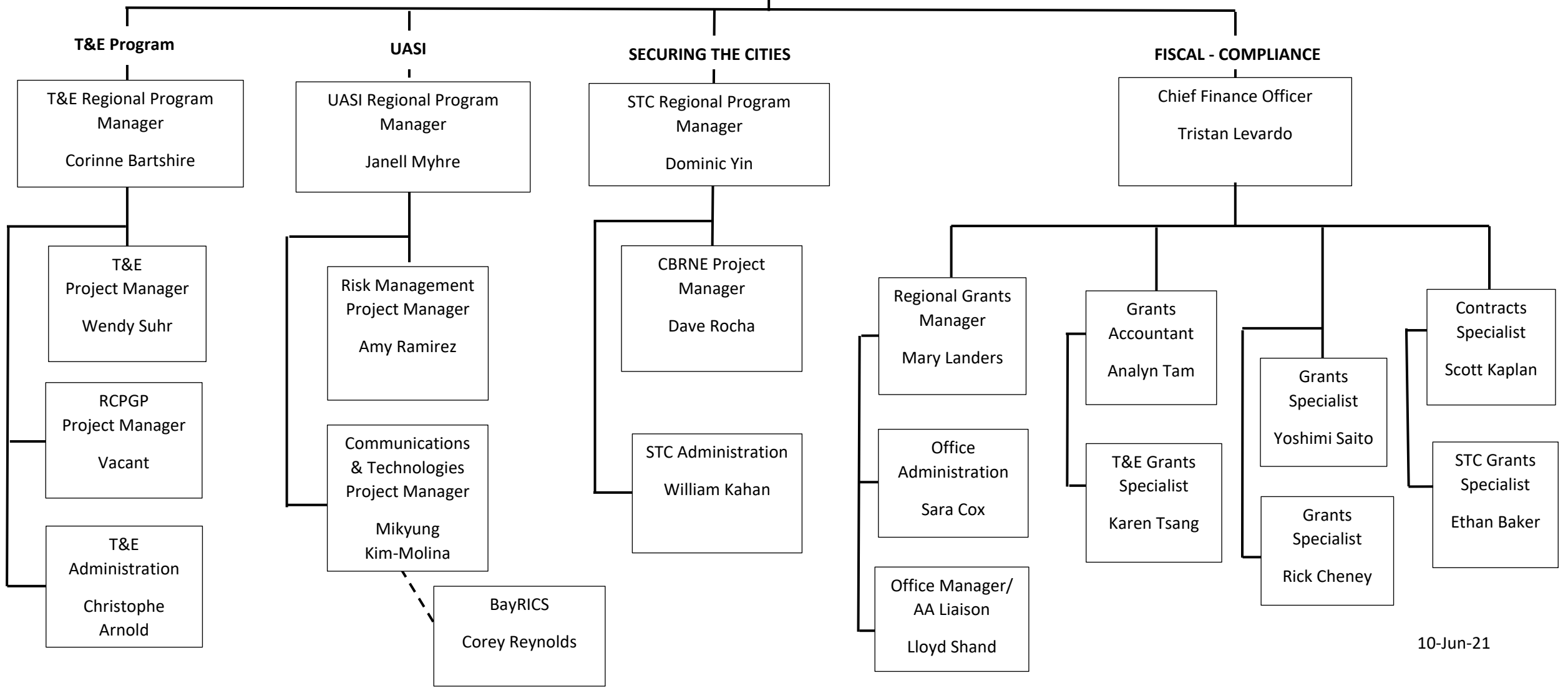**LEGEND**

AA – *Approval Authority*

STC – *Securing the Cities*

T&E – *Training and Exercise*

CBRNE – *Chemical Biological Radiological Nuclear Explosive*

RCPGP – *Regional Catastrophic Preparedness Grant Program*

TVTP – *Targeted Violence and Terrorism Prevention*

General Manager

Craig Dziedzic

SPECIAL GRANTS

Jodi Traversaro

TVTP

T&E Program

T&E Regional Program Manager

Corinne Bartshire

T&E Project Manager

Wendy Suhr

RCPGP Project Manager

Vacant

T&E Administration

Christophe Arnold

UASI

UASI Regional Program Manager

Janell Myhre

Risk Management Project Manager

Amy Ramirez

Communications & Technologies Project Manager

Mikyung Kim-Molina

BayRICS

Corey Reynolds

SECURING THE CITIES

STC Regional Program Manager

Dominic Yin

CBRNE Project Manager

Dave Rocha

STC Administration

William Kahan

FISCAL - COMPLIANCE

Chief Finance Officer

Tristan Levardo

Regional Grants Manager

Mary Landers

Office Administration

Sara Cox

Office Manager/ AA Liaison

Lloyd Shand

Grants Accountant

Analyn Tam

T&E Grants Specialist

Karen Tsang

Grants Specialist

Yoshimi Saito

Grants Specialist

Rick Cheney

Contracts Specialist

Scott Kaplan

STC Grants Specialist

Ethan Baker

10-Jun-21

General Manager's Report Appendix C:

Management Team Annual Work Plans

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goals STC Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Craig Dziedzic UASI General Manager 8 am – 5 pm	**UASI Goals 1-10**	• 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 for regional UASI initiatives. • Obtain up-to-date understanding of DHS/FEMA funding, priorities, and policies. • 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 to 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.	• Execute Bay Area regional goals/initiatives aligned with 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 plan, for the BAUASI organization. • Monitor/supervise and/or coach the Regional Program Manager, CFO, TVTP 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.	45%

		• Chair the Coalition of California UASIs (CCUs) meetings to discuss and implement statewide best practices and preparedness goals/strategies. • Attend the STC Principal Partners Meetings. • Serve as a Liaison between Cal OES and the CA UASIs	• 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	
	STC Grant Goals	• Oversee and coordinate the regional goals/objectives of the Securing the Cities (STC) Program for increasing/sustaining the PRND capabilities for the UASI region and expanded AOR. • Coordinate, leverage, and align the STC goals/objectives with the UASI priorities and DHS National Priority areas. • Ensure grant compliance with federal/state/local regulations, policies, and procedures.	• Coordinate/oversee the Implementation yr. 2 goals among the region's principal partners and other stakeholder agencies. • Align and support the goals/objectives of both the UASI's CBRNE initiatives and the STC's Program. • Communicate regularly with the CWMD program manager and program management staff to ensure that the STC grant requirements are effectively and efficiently satisfied.	40%
	TVTP Grant Goals	• Oversee and coordinate the regional goals/objectives of the Targeting Violence and Terrorism Prevention	• Communicate regularly with the TVTP program manager and program management staff to ensure that the TVTP	15%

		(TVTP) Program with the UASI goals/objectives and strategies. • Enhance the organization's operating revenue by coordinating and strategizing with federal, state, and local agencies for continuous grant funding of the program.	grant requirements are effectively and efficiently satisfied.	

Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
Jodi Traversaro Targeted Violence and Terrorism Prevention (TVTP) Regional Program Manager 8:00am – 5:00 pm	**Goal 6**	**TVTP Program Administration** **Start Up** **Research** Understand the problem, solutions, beneficiaries, grant rules, grant award, projects, and set goals. **Commitment -** Secure funding, begin socializing and marketing, create a pilot and prototype, develop a process. **Traction** Grow customer base, test the pilot product. **Refinement and Compliance** Establish credibility, listen to stakeholders about what is most beneficial, streamline, evaluate against projections, follow the rules.	• **Level Up:** Review DHS CVE, TVTP, DHS CP3 policies, history, enroll in TVTP trainings, build PPRs, IMPs, HSR Determination Requests. Complete TVTP prevention education, thoroughly review projects, lessons learned, best in class operations, innovations, and learn more about local, regional, state, and federal Field Operations. • **Strategic Engagement:** Inventory, build and expand local partnerships, networks, and coalitions to support TVTP project implementation to include County Offices of Ed, Houses of Faith, private and public high schools, juvenile probation, children's services, mental and behavioral health, school counselors, school resource officers, local elected boards of education, school safety committees. Understand gaps and strengths in local targeted violence and terrorism prevention frameworks. Coordinate with Regional and Field TVTP grant coordinators and Cal OES HS/STAC liaisons. • **Implementation of FY20 TVTP Services:** Develop SOW and define deliverables using IJ/grant award, execute contract, set up reporting and invoicing templates and processes, SharePoint site and website set up. Provide communities with effective and efficient training and interoperable resources to combat terrorism and targeted violence.	95%

		Scaling Increase services exponentially, expand outreach and marketing,	• **Alignment**: Adapt programs and projects to Bay Area culture and needs, UASI goals, and the evolving DHS prevention strategy and priorities (i.e., elevated threats of school violence and Domestic Violent Extremism)	
		Establish TVTP Program	• **Be Transparent and Accountable**: Be transparent and accountable for TVTP grant activities, inputs, and outcomes to ensure that they consistent with grant objectives and best practices, considering and respecting civil rights, and civil liberties. Provide updates and reports. **Grow:** Develop and Submit FY21TVTP projects and DVE NPP proposals. Develop shovel ready TVTP projects. Expand to Whole Community. Implement FY21 TVTP Projects Evaluate current resources and technology with growth projections. • **Measure and Report on Performance**: Develop key performance indicators and program metrics for TVTP. Establish baseline data. Perform fiscal and grant management duties. Submit timely, accurate quarterly progress performance reports consistent with Project Implementation and Measurement Plans and Scopes of Work.	
		Other Duties as Assigned	Support General Manager, Program Managers, and Project Managers needed	5%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Dominic Yin Securing the Cities (STC) Program Manager	**Goal 2** – Protect Critical Infrastructure and Key Resources	Administer and supervise the San Francisco Bay Area Securing the Cities (STC) Program. • Administer the program management office for the STC program. • Administer the vendor contract to execute year one deliverables. • Support the Chemical Biological Radiological Nuclear Explosive (CBRNE) Project Manager to leverage and build Bay Area Preventative Radiological Nuclear Detection (PRND) and CBRNE capabilities. • Administer and supervise application of years two-five CWMD STC program funding support.	• Administer and supervise grant required working groups such as STC Principal Partners and operational Sub Committees.	10%
			• Coordinate with the Office of Countering Weapons of Mass Destruction (CWMD) to ensure all STC grant requirements are implemented.	10%

			• Administer completion of the STC Implementation Plans, including:
			  o ConOps Plan
			  o Committees' Charter
			  o MYTEP
			  o Strategic Plan
			  o Data Gathering and Information Sharing
			  o Equipment Distribution
				25%

			• 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.	20%
			• Develop short-term and long-term strategic plans and goals. Develop and	10%

			implement policies, goals and objectives, and ensure the enforcement of all applicable laws, ordinances and regulations.	
			• Provide input to the Bay Area UASI Chem-Bio National Priority Projects, leveraging information to build the STC Program where possible.	10%
			• Conduct tracking and evaluation of STC program progress, providing input to the SPR and recommendations for program updates or revisions.	10%
			• Prepare and present written reports and presentations, represent the organization and provide information to leadership groups as needed.	5%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
David Rocha Chemical/ Biological/ Radiological/ Nuclear/ Explosive (CBRNE) Regional Project Manager	**Goal 2** – Protect Critical Infrastructure and Key Resources	Coordinate and manage the Bay Area UASI Chemical, Biological, Radiological, Nuclear, & Explosive (CBRNE) Program • Manage Bay Area UASI National Priority Projects (NPP) related to CBRNE leveraging information to build the Securing the Cities (STC) Program and Preventative Radiological Nuclear Detection (PRND) capabilities where possible. • Coordinate UASI CBRNE goals with the STC Program Manager and provide support to build Bay Area STC/PRND and CBRNE capabilities. • Support and coordinate STC Working Group and Sub-Committees, including related meetings region-wide, such as the Bay Area UASI Training and Exercise program Monitor progress of CBRNE related program initiatives in the Bay Area UASI footprint to enhance regionalization of efforts where possible.	• Manage CBRNE Program strategic plan, ensuring goals and objectives are aligned with and update the Bay Area Threat Hazard Identification Risk Analysis (THIRA)/State Performance Review (SPR) targets and outcomes. • Develop, implement, and evaluate CBRNE NPP progress, providing input to the SPR and recommendations for program updates. • Monitor progress of sub-recipient CBRNE and STC projects and/or equipment. • Coordinate and manage working group and subcommittee meetings; ensure archiving of meeting agendas, minutes and follow up documents • Coordinate with and provide support to the STC Program Manager; to leverage and enhance Bay Area PRND program capabilities. • Support development and archive of STC and CBRNE policy, operational documents, ensuring Bay	5% 20% 5% 40% 10% 15%

			Area activities leverage PRND and STC program capabilities.	
		-		
			• Represent the Bay Area CBRNE and STC Program as needed; prepare and provide written reports and presentations.	5%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
William Kahan Securing the Cities (STC) Administrative Assistant 8 am – 5 pm M - F	**Goal 2 –** Protect Critical Infrastructure and Key Resources	• Prepare and distribute agendas, notices, minutes, and documents and provide clerical support for the Securing the Cities San Francisco Bay Area (STC SFBA) program. • Support the STC SFBA Program coordination, and development of Preventive Rad/Nuc Detection operations, plans and processes. • evaluate and analyze information used in the development and implementation of PRND plans, policies, and procedures for the SFBA Area of Responsibility. • Research, analyze and provide reference information related to technical studies in PRND planning. • Review and analyze information for the preparation and dissemination of STC information and determine best practices for electronic and/or print presentations and distributions. • Provide information to staff on policies regarding PRND operations. • Review and assess documents and processes to assist with the development and implementation of the PRND program for the STC program.	• Support and coordinate documentation for the STC SFBA Program. • 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 STC Principal Partners and Bay Area UASI Approval Authority. • Support the STC Program Manager to document, evaluate and develop new procedures to enhance the administration of the STC program. • Ensure the distribution of all work product to STC Principal Partners. • Prepare reports, memoranda, and correspondence for the STC Program.	30% 20% 10% 20% 10% 10%

Bay Area Urban Areas Security Initiative (UASI)
Work Plan Fiscal Year 2021-22

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
Janell Myhre UASI Regional Program Manager 8:30am – 5:00pm	**Goals 3, 5-9**	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. Administer and supervise 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. Ensure program goals are met in identified areas, including stakeholder satisfaction, program quality and team member performance. Remain current in UASI and other national grant program standards.	• Administer and supervise Program Team initiatives and balance organizational workloads to achieve project management and monitoring goals • Coordinate across UASI Management Team programs to ensure policies, initiatives and systems are leveraged to build organizational efficiency and meet grant performance outcomes. • Work with CFO to ensure UASI grant fiscal goals and objectives are coordinated with project management activities. • Ensure program measures and metrics are tracked to support project development and close gaps identified in Bay Area THIRA/SPR. • Administer 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.	70%

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
			• Coordinate with other UASI sites in the state and country to engage in national information sharing on current program and project development and standards.	
		Implement best practices to strengthen regional relationships in order to coordinate and improve the development and use of UASI programs.	• Administer and supervise Bay Area stakeholder outreach and follow up to support regional program planning and execution. • Administer UASI program team processes to ensure program efficiency, accuracy and relevance; archive information for future reference.	20%
		Support Bay Area jurisdictions with UASI project management coordination	• Supervise Program Team in assisting UASI funded 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 2021 – 2022

Staff	UASI Goals	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
Amy Ramirez Risk Management Regional Project Manager 8:45am – 5:15pm	**Goal 2** – Protect Critical Infrastructure and Key Resources	Manage the Risk Management Program for the Bay Area, including the Threat Hazard Identification Risk Assessment (THIRA) and State Performance Review (SPR) process.	• Manage 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. • Coordinate and facilitate 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.	40%
	Goal 9 Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response &	Manage RCPGP funded FY19 Commodity Points of Distribution (C-POD) project and FY20 Regional Pandemic Planning project	• Implement regional project planning with a focus on large scale catastrophic planning according to FEMA and DHS approved guidelines. • Manage development and delivery of region-wide C-	45%

	Recovery Capabilities		POD site maps, and other training and products to support catastrophic planning. • Manage development of a regional pandemic AAR, Pandemic Preparedness Framework and other products to support local and regional pandemic preparedness.	
	Goal 5 Enhance Public and Medical Health Preparedness	Chair the Regional Medical and Public Health Workgroup meetings and engage stakeholders.	• 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, including RCPGP Pandemic Planning. • Manage regional Vaccination Operations POD Plans project	5%
	Goals 2, 5, 9	Provide regional stakeholder coordination; manage project procurement and monitoring duties	• Perform project management duties; conduct quarterly project monitoring, coordinate 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.	10%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
Mikyung Kim-Molina Communications and Technologies Regional Project Manager 8:45am – 5:15pm	**Goal 8 –** Enhance Information and Sharing Collaboration	Manage and coordinate operational communications and public information and warning projects	• **Emergency Public Information and Warning:** Coordinate and manaage efforts to enhance regional public information and mass notification capabilities, including chairing the Public Information & Warning Working Group. Manage and coordinate the development, planning and implementation of the following projects: • Annual Mass Notification Seminar • ALERTtheBay.org • JIS Public Information Exercise • Emergency Translations Project • JIS Administration and Framework Planning	40%
	Goal 3 - Enhance Cybersecurity	Manage and coordinate cyber resilience projects	• **Cybersecurity:** Coordinate and manage efforts to enhance cybersecurity and cyber resiliency capabilities including chairing the Cyber Resiliency Working Group. Manage and coordinate the development, planning and implementation of the following National Priority Projects (NPP) and regional initiatives: • Cyber Navigator Program • Identity Access Management Project • Virtual Security Operations Center (VSOC) • NCSR Completion	40%

061021 Approval Authority Meeting June Agenda Item 03: Annual Work Plans,
Communications and Technologies Regional Project Manager, Mikyung Kim-Molina

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
	Goal 4 – Strengthen Emergency Communications Capabilities	Coordinate with Bay Area Regional Interoperal Communications System (BayRICS)	• **Communications:** Coordinate with Bay Area Regional Interoperal Communications System (BayRICS) General Manager and the P25 Radio Operators Advisory Group to enhance interoperable communications in the region, including Tactical Interoperable Communications Project (TICP) and FirstNet activities.	10%
		Provide regional stakeholder coordination; manage project procurement and monitoring duties	• Perform project management duties; conduct quarterly project monitorings, coordinate 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.	10%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time

Corinne Bartshire
 	
Training and Exercise Regional Program Manager
 	
8 AM – 5 PM
	Goal 10 - Homeland Security Exercise, Evaluation, and Training Program
	
	Goal 7 – Enhance Community Resilience
	
	Goal 9 - Enhance All Hazards Incident Planning, Response & Recovery Capabilities
		Administration and supervision of the Bay Area Training and Exercise Program (BATEP)	• Administer and supervise the day-to-day operations of the Bay Area Training & Exercise Program (BATEP) ensuring Training & Exercise (T&E) activities are compliant with UASI grant guidelines, in alignment with the Homeland Security Exercise and Evaluation Program (HSEEP) and support current Bay Area goals and priorities.
			  - Supervise staff assignments, including Community Preparedness Liaison and RCPGP goals.
			  - Administer the annual T&E Program UASI grant budget
			  - Administer processes for training course conduct
			  - Supervise support contracts
			• Track implementation of the Integrated Preparedness Plan, Program Manual, and other relevant operational guidance.
			• Develop short-term and long-term strategic plans that maximize UASI training and exercise investments in coordination with regional capability building priorities.
			  - Identify opportunities to leverage, support, and coordinate with programs funded by other grant streams (i.e. RCPGP, STC, TVTP).
			  - Solicit and analyze customer feedback regarding BATEP operations / offerings.
				40%

		Regional Exercises	• Administer BATEP exercise opportunities that build upon After Action Report outcomes from the regional Golden Eagle exercise and Bay Area real world incidents.
			• Direct the annual Golden Eagle multi-discipline regional coordination exercise
			  - Manage and facilitate the regional exercise planning teams
			  - Manage support contract(s)
				40%

			• Organize, coordinate, and direct the annual Public Safety Preparedness Summit • Supervise and provide guidance for multi-discipline first responder (law / fire) exercise opportunities	
		Work Group Oversight	• Administer and provide guidance for management of a whole community / multi-disciplinary regional Training and Exercise Work Group (TEWG). • Chair and facilitate quarterly Emergency Management Work Group (EMWG) meetings. • Supervise BATEP engagement with UASI work group meetings and evaluate discussion outcomes regarding training & exercise needs.	10%
		Provide regional stakeholder coordination; manage project procurement and monitoring duties	• Perform project management duties; conduct quarterly project monitoring, coordinate 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.	10%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time

Wendy Suhr
 	
Training and Exercise Regional Project Manager
 	
8 am – 5 pm
	Goal 10- Homeland Security Exercise, Evaluation, and Training Program	Management and coordination of the Bay Area Training and Exercise Program (BATEP)	• Support the Regional Program Manager in implementing the Bay Area Training and Exercise Program in alignment with:
			  - current Bay Area goals and priorities
			  - Homeland Security Exercise and Evaluation Program (HSEEP) principles and practices
			  - UASI grant compliance requirements
			
			• Manage the overall implementation of BATEP training courses via ongoing tracking and coordination with discipline specific training planners.
			
			• Compile and track ongoing training needs (outside of the Integrated Preparedness Planning process) across UASI work groups and stakeholders. Manage a fair process for allocating funds to the new training needs as appropriate / available.
			
			• Monitor training expenditures to ensure program investments remain within the allocated budget.
			
			• Develop a training course lifecycle documentation/system to track program milestones.
			
			• Through a strategic evaluation, identify areas for program improvements and efficiency.
			
			• Manage the development, maintenance, and implementation of program documentation such as the Integrated Preparedness Plan (multi-year training and exercise plan), the Program Manual, the Course Catalog, etc.
				70%

				• Prepare the BATEP Annual and Quarterly Reports with administrative support. • Coordinate with the selected Community Preparedness Liaison to ensure integration of Bay Area community preparedness organizations in BATEP activities.	
		Work Group Management		• Chair and facilitate the quarterly Training and Exercise Work Group (TEWG) meeting. • Coordinate, plan, and facilitate regular BATEP updates with other UASI work groups.	5%

		BATEP Public Health Training Planning		• Coordinate planning, delivery, and closeout of public health training courses including:
				  - identification of priority courses through the Integrated Preparedness Planning Workshop and coordination with TEWG and Medical and Public Health Work Group stakeholders
				  - confirming host agencies / venues
				  - managing vendor selection and finalization of course materials (i.e. course flyer)
				  - tracking registration to ensure maximum and appropriate participation
				  - monitoring course conduct / implementation for quality assurance
					10%

		BATEP Customer Support		• Manage BATEP customer support operations including
				  - providing guidance to support staff
				  - documenting customer support policies
				  - website improvements and upgrades
				  - responding to customer support inquiries as needed
					5%

		Provide regional stakeholder coordination; manage project procurement and monitoring duties		• Perform project management duties; conduct quarterly project monitorings, coordinate 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.	10%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Vacant Catastrophic Planning Regional Project Manager 40 hours week	**Goal 9** Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities	Manage the RCPGP Commodity Points of Distribution (C-POD) and Pandemic Planning projects, including related training and exercise tasks.	• 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 Regional Training & Exercise Program, FEMA IX, Cal OES and Bay Area OAs to develop Commodity Points of Distribution (CPOD) and Pandemic planning strategies, building upon the UASI 2015 CPOD project and lessons learned from the COVID 19 pandemic incident. • Establish measures and metrics aligned with the Bay Area THIRA/SPR to track and evaluate CPOD and Pandemic Planning project outcomes. • Support continuing RCPGP grant applications targeting Bay Area capabilities and alignment with FEMA priorities.	75%
		Manage Emergency Management Work Group.	• Chair the Emergency Management Work Group (EMWG). Coordinate and manage related subcommittees and sub workgroups to ensure UASI's regional projects meet local needs.	15%

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
		Provide regional stakeholder coordination; manage project procurement and monitoring duties	• Perform project management duties; conduct quarterly project monitoring, coordinate 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.	10%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Grant	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
Christophe Arnold Bay Area Training and Exercise (BATEP) Administrative Assistant **8 AM – 5 PM**	**Goal 10** - Homeland Security Exercise, Evaluation, and Training Program	**BATEP Program Administration Support**	• Prepare and distribute agendas, notices, minutes, reports, and other communications to stakeholders, program staff, and leadership • Manage and coordinate the organization of program documentation • Prepare graphic visuals for BATEP reports, presentations, events, etc for both electronic and print distribution • Prepare analytical summaries, reports, dashboards of program accomplishments • Support maintenance of program documentation such as the Integrated Preparedness Plan, the Program Manual, the Course Catalog, etc. • Support training course administration through completion of compliance documents, publishing courses on the website, issuing notifications and reminders to stakeholders, managing registrations, and assisting with logistical needs	**60%**
		BATEP Customer Support	• Provide customer support including help with registration to courses, development of BATEP accounts, queries, etc.	**15%**
		BATEP Emergency Management Training Planning	• Coordinate planning, delivery, and closeout of emergency	**15%**

			management training courses including: - identification of priority courses through the Integrated Preparedness Planning Workshop and coordination with TEWG and EMWG stakeholders - confirming host agencies / venues - managing vendor selection and finalization of course materials (i.e. course flyer) - tracking registration to ensure maximum and appropriate participation - monitoring course conduct / implementation for quality assurance	
		Work Group Administrative Support	• Provide administrative support to the UASI's Emergency Management Work Group and Training and Exercise Work Group including preparation of agendas, meeting minutes, technical support, preparation of visuals, etc.	**10%**

Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Tristan Levardo Chief Financial Officer 8 am – 5 pm	Management and Administration	• 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	• 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.	25% 20% 15% 10% 10% 15%

				5%
		management team, and regional and local partners.		
		• 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.		

Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2021-22

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	• Organize the fiscal and accounting requirements of UASI grants in accordance with the Policies and Procedures Manual. • Perform desk audit of sub recipient reimbursement requests to ensure that all expenditures are in compliance with grant guidelines, 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. • Assign, supervise, and evaluate staff accounting work in compliance with Generally Accepted Accounting Principles and applicable grant provisions. • 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. • Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations.	• Maintain accurate financial data including the budgets, encumbrances, actual expenses in Financial Accounting Management Information System (FAMIS). • Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. • Review, analyze and monitor budget and spending of grants and generate budget status and spending reports to the CFO. • Assist in overseeing accounting staff to maintain efficient workflow and develop processes for timely reimbursements to subrecipients, cash request and grant reconciliations. • Prepare financial reports as requested by CFO and UASI Management Team.	35% 25% 15% 20% 5%

		• 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.		

Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Karen Tsang Administrative Analyst 8 am – 5 pm San Francisco	Program Management	• Provide support in developing contracts and MOUs. Issue an RFQ and establish a pool of qualified training vendors to serve the BATEP. Manage the BATEP training vendor pool (i.e. confirm compliance with CCSF vendor requirements, etc. Issue Best and Final Offer solicitations for vendor selections, issue purchase orders, and conduct course closeout procurement process. Provide summary expenditure reports to the BATEP program manager regularly and as requested. • 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. • Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which	• Administer T&E 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.	50% 20% 30% 10%

| | | 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.

• 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. | | |

Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Scott Kaplan Contract Specialist 8 am – 5 pm	Management and Administration	• 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.	• 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	60% 30% 10%

			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.	

Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2021-22

Staff	STC Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Ethan Baker Financial Analyst 8 am – 5 pm	Program Management	• Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guidelines 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 STC'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.	• Administer STC 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.	30% 25% 20% 15% 10%

		• 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.		

Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Yoshimi Saito Grants Specialist 8 am – 5 pm	Management and Administration	• 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.	• 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.	30% 25% 20% 15% 10%

061021		• 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.		2

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Rick Cheney Grants Specialist 8 am – 5 pm	Management and Administration	• 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.	• 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.	30% 25% 20% 15% 10%

		• 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.		

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-2022

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Mary Landers Regional Grants Manager SFDEM 8 am – 5 pm	Management and Administration	**Supervision** • Oversee and manage 8601 and 8602 assigned to Admin • Perform Mid-Year and Annual Reviews • Ensure accountability of assigned tasks • Oversee summer internship participants	• 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** • 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	• 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%

		Policies and Procedures		20%
		 • 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.	• 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	
		Grant Proposal and Submittal Process • 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	• 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%

		applications in a timely manner. • Responsible for drafting and/or submitting UASI and other grant applications as needed.	organizations, as needed. • Obtain feedback from Management Team prior to submitting all applications.	
		Grant Review Process • Act as lead in grant review process • Ensure proposals meet grant requirements and regional strategic goals and target capabilities	• 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%
		External Communications • Manage External Communications program. • Oversee Annual Report and Quarterly Newsletters • Develop and produce presentations and other materials for local, regional, and national conferences.	• 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 • Provide assistance to programs	• As needed.	5%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Sara Cox Office Administrator M-F 8-5	**Management and Administration**	**Website Administration**	• Provide administration and oversight for the website and Grants Management system • Update, edit, and post planning documents as needed • Manage maintenance and hosting of site	5%
	Goals 1-10	**Oversee policy and procedure process**	• Oversee the FY 22 Proposal process to ensure policies and procedures are maintained • Conduct review of all submitted grant applications to ensure compliance • Review all programmatic assignments to ensure project proposals are accurately delegated.	35%
		Risk Management process	• Oversee the electronic component of all grant proposals to ensure allocations developed during the Risk Management process are followed. • Conduct training on operation of Webgrants system for staff and regional stakeholders	20%
		Project Management Support	• 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.	40%

Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2021-22

Staff	UASI Goal	Assignments &	Critical Tasks & Job Functions	Allocation of Time
Lloyd Shand Office Manager 8 am – 5 pm San Francisco	Management and Administration	Coordinate Approval Authority meeting logistics	• 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	• 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	• 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	• Assist the UASI Risk Management Project Manager by conducting research and maintaining data extracted by the Cal COP user database.	20%

061021 Approval Authority Meeting June Agenda Item 03: Annual Work Plans,

Office Manager, Lloyd Shand

		Continuity of Operations Plan	• 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%

General Manager's Report Appendix D

FY2021-2022 Management Team Budget

Bay Area UASI
FY2021-2022 Management Team Proposed Budget

	FY21-22	FY20-21	Change Inc/(Dec)
Revenue Sources			
19 20 & 21 UASI (Program and M&A)	$ 3,680,513	$ 3,753,166	
19 & 20 RCPGP (Program and M&A)	$ 149,437	$ 193,760	
19 & 20 STC	$ 747,068	$ 757,332	
20 & 21 TVTP	$ 345,329	$ -	
TOTAL ALL SOURCES	**$ 4,922,347**	**$ 4,704,258**	**$ 218,089**
Expenditures			
Personnel			
Salaries and Fringes - Project Management	$ 2,967,565	$ 2,853,279	$ 114,286
Salaries and Fringes - Grants Management (M&A)	$ 947,138	$ 919,550	$ 27,588
Salaries and Fringes - Compliance and Administration	$ 487,644	$ 473,429	$ 14,215
Subtotal	$ 4,402,347	$ 4,246,258	$ 156,089
Operating			
Travel (Program and M&A)	$ 80,000	$ 70,000	$ 10,000
Rents and leases	$ 300,000	$ 300,000	$ -
Copy machines, website, meetings, phones	$ 40,000	$ 30,000	$ 10,000
Office supplies	$ 50,000	$ 30,000	$ 20,000
City Attorney Services (review of MOUs and contracts)	$ 30,000	$ 18,000	$ 12,000
Legal Services (Approval Authority)	$ 20,000	$ 10,000	$ 10,000
Subtotal	$ 520,000	$ 458,000	$ 62,000
TOTAL EXPENDITURES	**$ 4,922,347**	**$ 4,704,258**	**$ 218,089**

		UASI Management Team			
		FY2021-2022 Personnel Detail			
Classification	Job Title	Program	Salary	Fringe Benefits	Total
Project Management Team					
0954 Mgr VIII	General Manager	UASI Program Management	233,350	81,673	315,023
0933 Mgr V	Regional Project Manager	Targeted Violence and Terrorism Prevention (TVTP)	190,996	66,849	257,845
0932 Mgr IV	Regional Project Manager	UASI Program Management	177,060	61,971	239,031
0931 Mgr III	Risk Management	UASI Program Management	164,944	57,730	222,674
0931 Mgr III	Regional Catastrophic Planning Project Manager	RCPGP Program Management	164,944	57,730	222,674
0931 Mgr III	Communications and Technology Project Manager	UASI Program Management	164,944	57,730	222,674
0932 Mgr IV	Training & Exercise Program Manager	UASI Program Management	177,060	61,971	239,031
0931 Mgr III	Training & Exercise Project Manager	UASI Program Management	160,134	56,047	216,181
0932 Mgr IV	Regional Project Manager	STC Program Management	177,060	61,971	239,031
0931 Mgr III	CBRNE Program Manager	STC Program Management	164,944	57,730	222,674
1823 Sr Admin Analyst	T&E Grants Specialist	UASI Program Management	122,798	42,979	165,777
1823 Sr Admin Analyst	STC Financial Analyst	STC Program Management	122,798	42,979	165,777
8601 ESC 1	T&E Admin Support	UASI Program Management	88,582	31,004	119,586
8601 ESC 1	STC Administrative Analyst	STC Program Management	88,582	31,004	119,586
Subtotal			**2,198,196**	**769,369**	**2,967,565**
Grants Management Unit					
0932 Mgr IV	Chief Financial Officer	UASI M&A	177,060	61,971	239,031
1824 Principal Admin Analyst	Contract Specialist	UASI M&A	142,168	49,759	191,927
1657 Acct IV	Grants Accountant	UASI M&A	136,760	47,866	184,626
1823 Sr Admin Analyst	Grants Specialist	UASI M&A	122,798	42,979	165,777
1823 Sr Admin Analyst	Grants Specialist	UASI M&A	122,798	42,979	165,777
Subtotal			**701,584**	**245,554**	**947,138**
Compliance and Administration					
0931 Mgr III	Regional Grants Manager	M&A & Program Management	164,944	57,730	222,674
8602 ESC 2	Office Administrator	M&A & Program Management	107,692	37,692	145,384
8601 ESC 1	Office Manager/AA Liaison	M&A & Program Management	88,582	31,004	119,586
Subtotal			**361,218**	**126,426**	**487,644**
TOTAL: MANAGEMENT TEAM			**3,260,998**	**1,141,349**	**4,402,347**

UASI Management Team Proposed Budget

	Personnel	Operating	Total	
FY20-21	4,246,258	458,000	4,704,258	
FY21-22	4,402,347	520,000	4,922,347	
Increase	156,089	62,000	218,089	4.64%
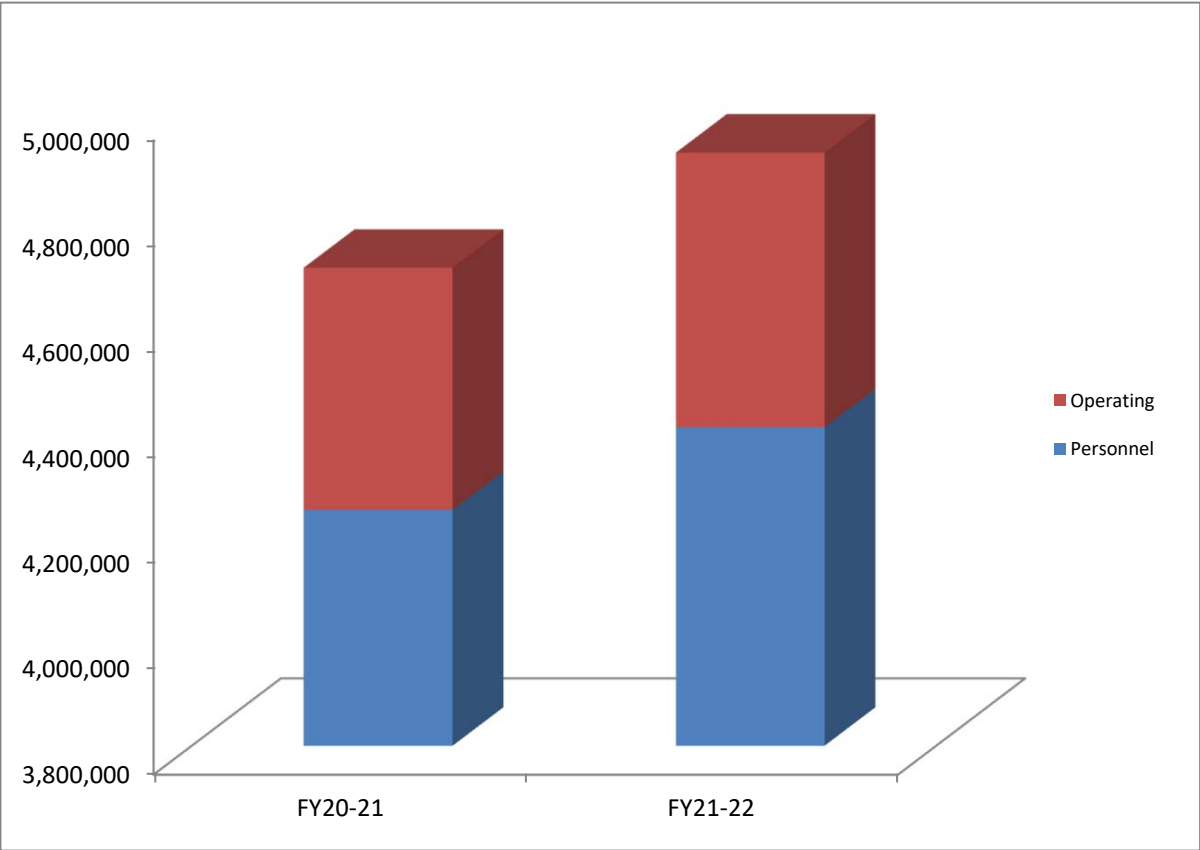
General Manager's Report

Management Team Tracking Tool
&
Future Agenda Items

UASI Approval Authority and Management Team Tracking Tool

June 10, 2021 Approval Authority Meeting

#	Agenda Item	Presenter	Date Assigned	Due Date
1	UASI By Laws and Master MOU Update	Craig Dziedzic	02/08/21	09/09/21
2	Brown Act Presentation	Eric Casher	02/08/21	09/09/21
3	FY20 National Priority Project Update	Janell Myhre	02/08/21	09.09//21
4	Bay Area Training and Exercise Program (BATEP) Update	Corinne Bartshire	02/08/21	09/09/21
5	Targeted Violence & Terrorism Prevention (TVTP) Program Update	Jodi Traversaro	02/08/21	09/09/21
6	Virtual Security Operations Center (VSOC) Pilot Project Update	Mikyung Kim-Molina	02/08/21	09/09/21
7	Alert the Bay Project Update	Mikyung Kim-Molina	02/08/21	09/09/21
8	BayRICS JPA Quarterly Report	Corey Reynolds	02/08/21	09/09/21
9	FY20 UASI Spending Report	Tristan Levardo	02/08/21	09/09/21
10	JIS Administration Support Project Update	Mikyung Kim-Molina	02/08/21	11/18/21
11	ABAHO/BAMPWG Mass Vaccination Planning Project Update	Amy Ramirez	02/08/21	11/18/21
12	FY22 Sustainment Projects	Janell Myhre	02/08/21	01/13/22
13	FY22 National Priority Projects	UASI Management Team	05/27/21	01/13/22

#	Agenda Item	Deliverable	Presenter	Due Date	Status / Comments
	Recurring Agenda Items				
A	General Manager Report	Report	Craig Dziedzic	11/18/21 01/13/22 06/09/22 09/08/22	2022 Approval Authority Calendar Election of UASI Officers Annual Budget; Organization Chart; Work Plans; Annual Report FY23 Proposal Process
B	UASI Financial Reports	Report	Tristan Levardo	01/13/22 03/10/22 06/09/22 09/08/22	FY19 UASI Spending Report FY20 UASI Spending Report Reallocation of Grant Funds FY21 UASI Spending Report
C	Northern California Regional Intelligence Center (NCRIC) Threat Briefing (possible closed session)	Report	Mike Sena	11/18/21 03/10/22 06/09/22 09/08/22	Regional Info Sharing System Special Events/ SARS SEAR Event Briefing/Gun Related Intelligence Cyber Security/Threat Briefing
D	Risk Management Program	Report	Amy Ramirez	11/18/21 11/18/21 01/13/22 06/09/22	THIRA/SPR Approval Hub Funding Allocation/ Risk Formula Program Kick Off Program Update
E	Bay Area Training & Exercise Program (BATEP)	Report	Corinne Bartshire	11/18/21 06/09/22 09/08/22	Quarterly Update
F	Bay Area Regional Interoperable Communications System (BayRICS) JPA Program	Report	Corey Reynolds	11/18/21 01/13/22 06/09/22 09/08/22	Quarterly Update
G	Regional Catastrophic Preparedness Grant Program (RCPGP)	Report	Amy Ramirez	11/18/21 03/10/22	Biannual Update
H	Securing the Cities San Francisco Bay Area (STC SFBA) Program	Report	Dominic Yin	11/18/21 03/10/22	Biannual Update
I	Targeted Violence & Terrorism Prevention (TVTP) Program	Report	Jodi Traversaro	03/10/22 09/08/22	Biannual Update
J	Bay Area Training & Exercise Program (BATEP)	Report	Corinne Bartshire	01/13/22	Annual Report
K	Northern California Regional Intelligence Center (NCRIC)	Report	Mike Sena	01/13/22	Annual Report

General Manager's Report

Board Comments

General Manager's Report

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item.

Approval of the FY 21-22 UASI Budget

Motion and 2nd

Approval of the
FY 21-22 UASI Budget
Roll Call Vote- Sara Cox

JURISDICTION	JURISDICTION
City/County San Francisco	County of Contra Costa
County of Alameda	County of Marin
City/County San Francisco	County of Monterey
City of Oakland	County of San Mateo
City of San Jose	County of Sonoma
County of Santa Clara	

Regional Work Group Plan Update

To: **Bay Area UASI Approval Authority**

From: **Janell Myhre, Regional Program Manager**

Date: **June 11, 2020**

Re: **Item 4: 2021 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 for the 2021 calendar year. Appendices A-G summarize Bay Area UASI regional work group activities in an Annual Work Plan format. Work group updates 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 Investments as presented in the annual Project Proposal Guidance.

Bay Area local government stakeholders provide jurisdiction specific input to the UASI Management Team through participation in regional work group meetings. Many work groups form sub-committees and focus groups to track and provide input on National Priority Projects and other regional initiatives.

The current work groups are as follows and support the related FY22 goals:

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

Bay Area UASI Management Team
BayRICS Work Groups (Interoperable Communications)
2021 Annual Plan

I.   UASI Work Group Definition

In most cases, Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction, increasing capabilities on a regional basis, vetting regional projects, and/or reviewing grant allocations. However, since 2015, the Bay Area Regional Interoperable Communications Systems (BayRICS) Work Groups have fulfilled this purpose for topics related to public safety communications.

The BayRICS General Manager serves as the Chair of BayRICS Work Groups and is responsible for bringing relevant matters to the membership for input and tracking, in close coordination with Bay Area UASI Regional Project Managers. Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 12 BayRICS members and 14 UASI jurisdictions, as well as their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

Like other UASI Work Groups, BayRICS Work Groups also serve as a forum to provide input to and track progress of National Priority Project (NPP) objectives, impacts and outcomes. National Priority Project goal areas are set annually by the Federal Department of Homeland Security. The Bay Area UASI is required to invest a specified percentage of the overall grant award to each NPP goal area. The Work Group Chair will ensure that work group members are informed of any NPP that falls in their related UASI Homeland Security Goal in order to best achieve the established impacts and outcomes set forth in the project.

II.   Regional Radio Operators Advisory Group Purpose & Schedule

The Regional Radio Operators Advisory Group, chaired by Corey Reynolds of BayRICS, supports the following Bay Area UASI Homeland Security Goal.

Bay Area UASI Investment #	Bay Area UASI Goal
6	Strengthen Emergency Communications

Source: FY22 Project Proposal Guidance

The Regional Radio Operators Advisory Group is scheduled to meet 12 times during 2021 (monthly on the third Thursday). Additional meetings may be scheduled as necessary. Each meeting will last no more than 90 minutes. Between meetings, correspondence to work group members will be conducted via email from the Chairperson.

III.   National Priority Projects

The BayRICS Work Groups have no National Priority Projects for 2021.

IV.   2021 Activities

Through the BayRICS Work Groups and its active subcommittees, Bay Area jurisdictions and partners have the opportunity to participate in and benefit from the following UASI investments. Note: BayRICS Work Groups are open to all UASI partners, not just BayRICS members.

Regional Radio Operators Advisory Group Activities

- Discuss, document, and share interoperable communications best practices and coordinate on
- regional interoperable communications efforts.
- Update and maintain policies and procedures related to communications systems performance,
- maintenance, and other technical issues.
- Update, maintain, and socialize a Regional Tactical Interoperable Communications Plan (TICP),
- Regional Fleetmap, and Radio Programming Guidelines.
- Host annual system key exchanges to promote cross-system interoperability.
- Coordinate regular regional interoperability training and testing.

Regional Public Safety Broadband Work Group Activities

- Develop regional policies and procedures for interoperability on nascent public safety broadband networks.
- Monitor FirstNet adoption and use across the region; document and share best practices and lessons learned.
- Identify and oversee regional public safety broadband projects.

V.   Coordination with the Bay Area Training and Exercise Program

The BayRICS Work Groups will promote and participate in training offerings by the Bay Area Training and Exercise Program (BATEP). Notably, Work Group members will help identify training needs and gaps, host BATEP courses, and share training opportunities with their agencies and partners. Quarterly, or as requested, the BATEP staff will provide an update to the BayRICS Work Groups Work Groups regarding the ongoing training and exercise activities being coordinated for the Bay Area and provide an opportunity for the work group to request training or exercise services that will address an unmet need.

Golden Eagle Exercise: BayRICS Work Groups assist in planning interoperable communications/ operational communications components of the Golden Eagle Exercise. Work Group members are encouraged to coordinate with their jurisdiction to synchronize exercise planning efforts.

Bay Area UASI Management Team
STC SFBA Work Group & Subcommittees (formerly CBRNE Work Group)
2021 Annual Plan

I. Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction, increasing capabilities on a regional basis, vetting regional projects, and/or reviewing grant allocations.

Bay Area UASI Regional Project Managers serve as the Work Group Chair and are responsible for bringing relevant matters to the membership for input and tracking. Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

UASI Work Groups also serve as a forum to provide input to and track progress of National Priority Project (NPP) objectives, impacts and outcomes. National Priority Project goal areas are set annually by the Federal Department of Homeland Security. The Bay Area UASI is required to invest a specified percentage of the overall grant award to each NPP goal area. The Work Group Chair will ensure that work group members are informed of any NPP that falls in their related UASI Homeland Security Goal to best achieve the established impacts and outcomes set forth in the project.

In 2021, the Bay Area 2020 CBRNE Work Group membership coordinated with the Securing the Cities San Francisco Bay Area (STC SFBA) Program's Preventative Radiological Nuclear Detection (PRND) Work Group structure, leveraging stakeholder membership to form six sub-committees to focus on Bay Area CBNRE and STC SFBA PRND capability building and initiatives. The six sub-committees are listed below:

Bay Area UASI CBRNE and STC San Francisco Bay Area Sub Committees

STC San Francisco Bay Area PRND	Bay Area UASI
1. Operations	5. Chemical – Biological
2. Information Sharing	6. High Yield Explosive
3. Equipment Fielding	
4. Training & Exercise	

II. Purpose & Schedule

The Bay Area UASI CBRNE and STC Work Group and related sub-committees are coordinated by the UASI CBRNE Regional Project Manager, David Rocha. The Work Group and Subcommittees support both the STC Program and the following Bay Area UASI Homeland Security Investment Goal Area.

Bay Area UASI Investment #	Bay Area UASI Investment Goal Area
4	Address Emergent Threats *(National Priority Project)*

Source: FY22 Project Proposal Guidance

The Work Group is scheduled to meet quarterly in advance of the STC Principal Partners meeting. The Subcommittees meet as often as necessary, but no less than quarterly prior to the Work Group meeting. Meetings are scheduled to last no more than 2 hours. Between meetings, correspondence to work group members and subcommittees is coordinated by the STC Program Manager, CBRNE Project Manager and STC Administrative Assistant from the UASI Management Team.

III. National Priority Projects

The following are the National Priority Projects assigned to the Chem-Bio Subcommittee for 2021-2022.

1. CBRNE Real Time Analysis and Situational Awareness Tool (FY20)
   Develop an information collection and dissemination plan, and an automated Chemical Biological Radiological Nuclear and Explosive (CBRNE) threat detection, analysis, visualizations, mapping, and alert and warning system for the Bay Area's three urban counties and three core cities; as well as, Northern California Regional Intelligence Center (NCRIC)

2. CBRNE Chem-Bio Consequence Management Planning (FY20)
   Develop regional CBRNE Public Health, Environmental Health, and Hospital planning guidance using CBRNE scenarios including an unmapped viral strain (COVID-19). This planning guidance will dovetail into the other NPP project involving the development of a regional response protocols and an automated detection, analysis, and alerting / information and sharing concept of operations; as well as procure CBRNE decontamination equipment that is deployable to hospitals and incidents.

IV. 2021 Activities

The STC Work Group/Subcommittees will track the 2021 Securing the Cities SFBA milestones, including the completion and implementation of STC SFBA Project Management Office plans, equipment fielding plans and equipment distribution, training and exercise conduct.

V. Coordination with the Bay Area Training and Exercise Program

In addition to coordinating required STC training with the Bay Area UASI Training and Exercise Program (BATEP), the STC Work Group and its subcommittees will promote and participate in BATEP training offerings.

Quarterly, or as requested, the BATEP staff will provide an update to the STC Work Group regarding the ongoing training and exercise activities being coordinated for the Bay Area and provide an opportunity for the work group to request training or exercise services that will address an unmet need.

Bay Area UASI Management Team
Cyber Resilience Work Group
2021 Annual Plan

I.   UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction, increasing capabilities on a regional basis, vetting regional projects, and/or reviewing grant allocations.

Bay Area UASI Regional Project Managers serve as the Work Group Chair and are responsible for bringing relevant matters to the membership for input and tracking. Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

UASI Work Groups also serve as a forum to provide input to and track progress of National Priority Project (NPP) objectives, impacts and outcomes. National Priority Project goal areas are set annually by the Federal Department of Homeland Security. The Bay Area UASI is required to invest a specified percentage of the overall grant award to each NPP goal area. The Work Group Chair will ensure that work group members are informed of any NPP that falls in their related UASI Homeland Security Goal in order to best achieve the established impacts and outcomes set forth in the project.

II.   Cyber Resilience Work Group (CRWG) Purpose & Schedule

The Cyber Resilience Work Group (CRWG) 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 CRWG supports the following Bay Area UASI Homeland Security Goal.

Bay Area UASI Investment #	Bay Area UASI Investment Goal Area
3	Enhance Cybersecurity *(National Priority)*

Source: FY22 Project Proposal Guidance

The CRWG is scheduled to meet quarterly during 2021. Additional meetings may be scheduled as necessary. Each meeting will last no more than two hours. Between meetings, correspondence to work group members will be conducted via email from the co-chairs.

III.   National Priority Projects

The following are the National Priority Projects assigned to the CRWG for 2021.

1. Cyber Navigator Project – FY20 Investment #3 Enhance Cybersecurity
This project provides practical cybersecurity knowledge, support and services to local election officials. The navigators conduct assessments of local election offices, work with county IT staff to create cyber security policies, mitigate vulnerabilities discovered during the assessments, and establish cyber hygiene best practices within the elections process. This project develops cyber and physical security risk management plans, continuity of operations plans, and incident

response plans that are in line with the NIST goals to identify, protect, detect, respond, and recover from cyberattacks. The project also provides training and equipment to help implement the recommendations made by the cyber navigation process.

2. **Identity Access Management Project – FY20 Investment #2 Enhance the Protection of Soft Targets**
   This project will enhance election security by providing expertise to support the development and implementation of software tools to enable residents with disabilities and/or access and functional needs throughout the Bay Area region to vote securely from home. Identity access management technology will be used to analyze, architect and build a modular solution to provide accessible and secure remote ballot verification, completion and submission services to people with access and functional needs throughout the Bay Area.

IV.   2021 Activities

Through the CRWG and its active subcommittees, Bay Area jurisdictions and partners have the opportunity to participate in and benefit from the following UASI investments.

The 14 UASI jurisdictions are encouraged to make clear to the Co-Chairs their <u>lead</u> points of contact for participation in each of the following subcommittees and/or activities.

- Cyber Navigator Planning Subcommittee
- Identity Access Management Planning Subcommittee
- Virtual Security Operations Center Planning Subcommittee
- Cybersecurity Training and Exercise Discussions
- National Cyber Security Review (NCSR)

V.   Coordination with the Bay Area Training and Exercise Program

The CRWG and its subcommittees will promote and participate in trainings offered by the Bay Area Training and Exercise Program (BATEP). Work group members should also share opportunities for cyber resilience trainings and exercises offered at the local, state and federal levels.

Quarterly, or as requested, the BATEP staff will provide an update to the CRWG regarding the ongoing training and exercise activities being coordinated for the Bay Area and provide an opportunity for the work group to request training or exercise services that will address an unmet need.

I.   UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction, increasing capabilities on a regional basis, vetting regional projects, and/or reviewing grant allocations.

Bay Area UASI Regional Project Managers serve as the Work Group Chair and are responsible for bringing relevant matters to the membership for input and tracking. Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

UASI Work Groups also serve as a forum to provide input to and track progress of National Priority Project (NPP) objectives, impacts and outcomes. National Priority Project goal areas are set annually by the Federal Department of Homeland Security. The Bay Area UASI is required to invest a specified percentage of the overall grant award to each NPP goal area. The Work Group Chair will ensure that work group members are informed of any NPP that falls in their related UASI Homeland Security Goal in order to best achieve the established impacts and outcomes set forth in the project.

II.   Emergency Management Work Group (EMWG) Purpose & Schedule

The Emergency Management Work Group, chaired by Corinne Bartshire of the UASI Management Team, supports the following Bay Area UASI Homeland Security Goal Area.

Bay Area UASI Investment #	Bay Area UASI Investment Goal Area
9	Enhance Community Capabilities through Multi-Jurisdictional / Inter-Jurisdictional All-Hazards Incident Planning, Response, and Recovery Capabilities, including partnerships with volunteers and community-based organizations

Source: FY22 Project Proposal Guidance

The Emergency Management Work Group is scheduled to meet quarterly during 2021. 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.

III.   National Priority Projects

The Emergency Management Work Group has no National Priority Projects for 2021.

IV.   2021 Activities

Through the Emergency Management Work Group and its active subcommittees, Bay Area jurisdictions and partners have the opportunity to participate in and benefit from the following UASI investments.

Bay Area UASI Management Team
Emergency Management Work Group
2021 Annual Plan

The 14 UASI jurisdictions are encouraged to make clear to the Chairperson their <u>lead</u> points of contact for participation in each of the following subcommittees and/or activities.

- **Critical Transportation Capability Building Subcommittee**
  This subcommittee intends to host a training, two facilitated conversations, and one workshop in preparation for the 2021 Golden Eagle Exercise. The subcommittee members will also serve as liaisons to coordinate their jurisdiction's receipt of technical assistance for local plan updates.
- **FY19 RCPGP C-POD Project Subcommittee**
  This subcommittee's members will serve as liaisons to coordinate their jurisdiction's receipt of technical assistance to develop specific C-POD site activation plans.
- **FY20 RCPGP Pandemic Preparedness Project Subcommittee**
  This subcommittee's members will serve as liaisons to coordinate their jurisdiction's receipt of technical assistance to update local plans.
- **SA/COP Survey and Gap Analysis**
  This subcommittee's members will provide insight on jurisdictional use of situational awareness / common operating picture systems and platforms.

V.   Coordination with the Bay Area Training and Exercise Program

The Emergency Management Work Group and its subcommittees will promote and participate in training offerings by the Bay Area Training and Exercise Program (BATEP). Notably, work group members should share opportunities for community preparedness trainings with local community-based organizations. Emergency managers are also relied upon for sharing relevant training opportunities with other public safety disciplines throughout their jurisdiction such as cyber security, public information, public health, law, and fire personnel.

Quarterly, or as requested, the BATEP staff will provide an update to the Emergency Management Work Group regarding the ongoing training and exercise activities being coordinated for the Bay Area and provide an opportunity for the work group to request training or exercise services that will address an unmet need.

Golden Eagle Exercise: Emergency Management Work Group members and subcommittee members are encouraged to confirm their jurisdiction has appropriate representatives participating in the exercise planning teams. Questions or interest regarding the Golden Eagle Exercise may be directed to corinne.bartshire@sfgov.org.

Bay Area UASI Management Team
Public Information & Warning Work Group
2021 Annual Plan

I.   UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction, increasing capabilities on a regional basis, vetting regional projects, and/or reviewing grant allocations.

Bay Area UASI Regional Project Managers serve as the Work Group Chair and are responsible for bringing relevant matters to the membership for input and tracking. Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

UASI Work Groups also serve as a forum to provide input to and track progress of National Priority Project (NPP) objectives, impacts and outcomes. National Priority Project goal areas are set annually by the Federal Department of Homeland Security. The Bay Area UASI is required to invest a specified percentage of the overall grant award to each NPP goal area. The Work Group Chair will ensure that work group members are informed of any NPP that falls in their related UASI Homeland Security Goal in order to best achieve the established impacts and outcomes set forth in the project.

II.   Public Information & Warning Work Group Purpose & Schedule

The Public Information & Warning Work Group, chaired by Mikyung Kim-Molina of the UASI Management Team, supports the following Bay Area UASI Homeland Security Goal Area.

Bay Area UASI Investment #	Bay Area UASI Goal Area
2	Enhance the Protection of Soft-Targets
8	Strengthen Information Sharing and Collaboration

Source: FY22 Project Proposal Guidance

The Public Information & Warning Workgroup is scheduled to meet quarterly during 2021. Additional meetings may be scheduled as necessary. Each meeting will last no more than two hours. Between meetings, correspondence to work group members will be conducted via email from the Chairperson.

III.   National Priority Projects

The Public Information & Warning Work Group has no National Priority Projects for 2021.

IV.   2021 Activities

Through the Public Information & Warning Work Group and its active subcommittees, Bay Area jurisdictions and partners have the opportunity to participate in and benefit from the following UASI investments.

Bay Area UASI Management Team
Public Information & Warning Work Group
2021 Annual Plan

The 14 UASI jurisdictions are encouraged to make clear to the Chairperson their <u>lead</u> points of contact for participation in each of the following subcommittees and/or activities.

- Bay Area Joint Information System (JIS) membership
- 2021 Mass Notification Seminar Subcommittee
- ALERTtheBay.org Planning Subcommittee
- Regional Translations Capabilities Assessment Subcommittee
- Golden Eagle JIS Exercise Planning Team
- FY 20 RCPGP Pandemic Preparedness Subcommittee

V. Coordination with the Bay Area Training and Exercise Program

The Public Information & Warning Work Group and its subcommittees will promote and participate in trainings offered by the Bay Area Training and Exercise Program (BATEP). Work group members should also share public information and alert and warning training opportunities offered at the local, state and federal levels.

Quarterly, or as requested, the BATEP staff will provide an update to the Public Information & Warning Work Group regarding the ongoing training and exercise activities being coordinated for the Bay Area and provide an opportunity for the work group to request training or exercise services that will address an unmet need.

Golden Eagle Exercise: Public Information & Warning Work Group members, in coordination with the Bay Area Joint Information System, assist in planning public information and alert & warning components of the Golden Eagle Exercise. Work Group members are encouraged to coordinate with their jurisdiction to synchronize exercise planning efforts.

Bay Area UASI Management Team
Medical and Public Health Work Group
2021 Annual Plan

I.   UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction, increasing capabilities on a regional basis, vetting regional projects, and/or reviewing grant allocations.

Bay Area UASI Regional Project Managers serve as the Work Group Chair and are responsible for bringing relevant matters to the membership for input and tracking. Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

UASI Work Groups also serve as a forum to provide input to and track progress of National Priority Project (NPP) objectives, impacts and outcomes. National Priority Project goal areas are set annually by the Federal Department of Homeland Security. The Bay Area UASI is required to invest a specified percentage of the overall grant award to each NPP goal area. The Work Group Chair will ensure that work group members are informed of any NPP that falls in their related UASI Homeland Security Goal in order to best achieve the established impacts and outcomes set forth in the project.

II.   Medical and Public Health Work Group Purpose & Schedule

The Medical and Public Health Work Group, chaired by Amy Ramirez of the UASI Management Team, supports the following Bay Area UASI Homeland Security Goal Area.

Bay Area UASI Investment #	Bay Area UASI Investment Goal Area
7	Enhance Medical and Public Health Preparedness

Source: FY22 Project Proposal Guidance

The Medical and Public Work Group is scheduled to meet quarterly during 2021. 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.

III.   National Priority Projects

The Medical and Public Health Work Group has no National Priority Projects for 2021.

IV.   2021 Activities

The following are focus areas for the Medical & Public Health Work Group in 2021:

- Stop-the-Bleed projects
- Metrics and measuring capacity to achieve THIRA/SPR capability targets
- In coordination with the Pandemic Preparedness Subcommittee of the Emergency Management Work Group, support the FY20 Regional Catastrophic Program Grant Project (RCPGP) Pandemic Preparedness Project
- In coordination with the CBRNE Work Group, support the Chem Bio Information Sharing and Chem Bio Detection projects

V.   Coordination with the Bay Area Training and Exercise Program

The Medical & Public Health Work Group will promote and participate in training offerings by the Bay Area Training and Exercise Program (BATEP). Quarterly, or as requested, the BATEP staff will provide an update to the Medical & Public Health Work Group regarding the ongoing training and exercise activities being coordinated for the Bay Area and provide an opportunity for the work group to request training or exercise services that will address an unmet need.

Bay Area UASI Management Team
Training & Exercise Work Group
2021 Annual Plan

I.   UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction, increasing capabilities on a regional basis, vetting regional projects, and/or reviewing grant allocations.

Bay Area UASI Regional Project Managers serve as the Work Group Chair and are responsible for bringing relevant matters to the membership for input and tracking. Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

UASI Work Groups also serve as a forum to provide input to and track progress of National Priority Project (NPP) objectives, impacts and outcomes. National Priority Project goal areas are set annually by the Federal Department of Homeland Security. The Bay Area UASI is required to invest a specified percentage of the overall grant award to each NPP goal area. The Work Group Chair will ensure that work group members are informed of any NPP that falls in their related UASI Homeland Security Goal in order to best achieve the established impacts and outcomes set forth in the project.

II.   Training & Exercise Work Group (TEWG) Purpose & Schedule

The Training & Exercise Work Group, chaired by Wendy Suhr of the UASI Management Team, supports the following Bay Area UASI Homeland Security Goal Areas.

Bay Area UASI Investment #	Bay Area UASI Goal Area
2	Enhance the protection of soft targets *(National Priority)*
3	Enhance Cybersecurity *(National Priority)*
4	Address Emergent Threats *(National Priority)*
5	Combating Domestic Violent Extremism *(National Priority)*
6	Strengthen Emergency Communications Capabilities
7	Enhance Medical and Public Health Preparedness
8	Strengthen Information Sharing and Collaboration
9	Enhance Community Capabilities through Multi-Jurisdictional / Inter-Jurisdictional All-Hazards Incident Planning, Response, and Recovery Capabilities, including partnerships with volunteers and community-based organizations
10	Protect Critical Infrastructure and Key Resources

Source: FY22 Project Proposal Guidance

Bay Area UASI Management Team
Training & Exercise Work Group
2021 Annual Plan

The Training & Exercise Work Group is scheduled to meet quarterly during 2021. 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.

III. National Priority Projects

The Training & Exercise Work Group does not have any national priority projects for 2021.

IV. 2021 Activities

Through the Training & Exercise Work Group, its discipline-specific functional groups, and Exercise Planning Teams (EPTs), Bay Area jurisdictions and partners have the opportunity to participate in and benefit from the following UASI investments.

The 14 UASI jurisdictions are encouraged to make clear to the Chairperson their <u>lead</u> points of contact for participation in each of the following planning teams and/or activities.

- **Bay Area Training Courses**
  BATEP provides an opportunity for regional stakeholders to identify, host, promote, and participate in training courses that improve emergency capabilities across the following disciplines:
    o Fire Services
    o Law Enforcement
    o Emergency Management
    o Medical and Public Health
    o Community Preparedness
    o Cybersecurity
    o Public Information / Bay Area Regional Interoperable Communications Systems (BayRICS)
    o NCRIC

- **Golden Eagle Exercise Planning Team**
  During 2021, the Golden Eagle EPT will provide insight and guidance to assist with the design and development of the annual multi-discipline regional coordination exercise. The Golden Eagle exercise includes the assessment and evaluation of core capabilities including Operational Coordination, Public Information and Warning, Critical Transportation and Logistics and Supply Chain Management. Both the Golden Eagle EPT and the Golden Eagle Joint Information System (JIS) EPT coordinate with BATEP on exercise design, planning, conduct, and after-action reporting to ensure the success of this exercise.

- **Public Safety Preparedness Summit**
  The BATEP will organize and host a 3-day multi-discipline, multi-agency preparedness capstone event in November – the *2021 Public Safety Preparedness Summit*. This event will encompass the Golden Eagle exercise, the UASI's annual Mass Notification Seminar, and other training and exercise opportunities. It will be a forum for learning from each other, building relationships across Bay Area jurisdictions, and practicing response capabilities during drills and operations-based exercises.

V.   Coordination with the UASI Work Groups

BATEP staff serve as subject matter experts on training and exercise needs including implementing Homeland Security Exercise and Evaluation Program (HSEEP) principles, identifying evolving trends in the field, and addressing adult learning approaches for specific disciplines. Since BATEP supports nearly all UASI goals and investments, it is crucial that we provide ample opportunity for information sharing and communication among our stakeholders, understand the Regions' training and exercise needs, and outline a process to address emerging gaps or challenges.

BATEP staff will provide an update to each of the UASI Work Groups quarterly, or as requested, regarding the ongoing training and exercise activities being coordinated for the Bay Area. This update will include upcoming training courses and upcoming exercise opportunities. During each update, BATEP staff will facilitate discussion regarding requested training courses that could be re-prioritized and any other requests for training or exercise services that will address an unmet need. Opportunities and recruitment to participate in BATEP Exercise Planning Teams (EPT) will be discussed across all UASI Work Group forums.

Regional Work Group Plan Update

Board Comments

Regional Work Group Plan Update

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item.

FY 2022 UASI Project Proposal Guidance

To: **Bay Area UASI Approval Authority**

From: **Mary Landers, Regional Grants Manager**

Date: **June 10, 2021**

Re: **Item 5: FY22 Project Proposal Guidance**

Staff Recommendation:

Approve the FY22 Project Proposal Guidance

Action or Discussion Items:

Action

Discussion:

The Management Team is pleased to present the Project Proposal Guidance for the FY22 UASI funding cycle. This document contains all requirements and procedures for the FY22 sub-recipient grant application, national priority projects, review, and approval process.

With one exception, the timeline and general approach to 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 FY22 Proposal Guidance includes information on submission, criteria, and roles and responsibilities; a summary timeline; and allowable spending guidelines. 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 appendices that provide additional information: Preparing the Application, a List of Allowable Costs, and National Priority Project Guidelines.

- *National Priority Projects (NPP):* In FY 21, DHS increased the number of National Priority Projects from 4 to 5. They further increased the required allocation percentage of these projects from 20% to 30%. For the purposes of this document, we will use the existing 5 NPPs and the 30% requirement (subject to change by DHS).

- *Regional Projects*: Based on DHS' continued changes to the application process, the addition of new national priority projects, and the increase of required funding allocations, Regional Projects as a proposal option have been deleted.

- *Working Groups and UASI Goals*: In response to the addition of a 5th National Priority project, Cal OES again revised their list of Homeland Security Goals. This document contains the revised table indicating how our Work Groups align with our Goals and, in turn, align with the State's Homeland Security Goals.

- *Sustainment projects:* Because the NCRIC and Information Sharing Projects have been assigned to a National Priority Project, the only Sustainment Project is the regional Bay Area Training and Exercise Project (BATEP).

- *Core City:* Funding allocations for Core City projects remains the same as FY 21.

- *Hub Projects: NEW for FY22:* Beginning in FY22, hub project allocations will move to a 2 year funding cycle. The funding amount allocated to each Hub will include double the amount of FY 21 funding (for grant years FY22 and FY23) plus a cushion of 10%. This reflects the previously used method by the UASI Management Team to determine Hub allocation amounts and the 10% cushion addresses the potential for additional funding from DHS. Hubs are urged to begin planning early. Please see pages 5-6 of the Proposal Guidance for more information.

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*: Due to the changes in the budget cycle, we encourage Approval Authority Members to undertake an internal vetting process within their Hub 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 11-30, 2021. 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 2022**

Approved by the Approval Authority on June XX, 2021

Table of Contents

APPENDIX A – NATIONAL PRIORITY PROJECTS
APPENDIX B – HOW TO WRITE YOUR 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 FY22 grant year. Please note that this guidance remains interim until the Department of Homeland Security (DHS) releases the FY22 Notice Of Funding Opportunity (NOFO). This guidance does not include the updated rules governing allowable expenses under the UASI grant for FY22.**

Section 1. UASI Grant Program Overview

The Bay Area UASI Program provides regional funding through a Homeland Security Grant Program (HSGP) award from the Department of Homeland Security (DHS) that 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 Process

Each year, planning efforts for the Bay Area UASI grant program begin before the release of grant funds. These efforts combine the requirements of the Notice of Funding Opportunity (NOFO) with the Bay Area Threat and Hazard Identification and Risk Assessment/Stakeholder Preparedness Review (THIRA/SPR).

Grant Funding

Grant funding amounts are based on the preceding year's award (e.g., the FY 21 award amounts will be used for planning the FY 22 funding amounts). The Bay Area UASI conducts a project proposal process where agencies are required to submit applications into the online WebGrants system. (See pg. 6). While the previous year's funding amounts are used for planning purposes, the actual award amount may be different.

Grant Award

The HSGP grant is initially awarded to Cal OES as the grantee; and thereafter funds are allocated to the Bay Area UASI (BAUASI), as a sub-grantee. The BAUASI receives a net award after CalOES subtracts a percentage (up to 20%) for their Management &Administration. Within the net award, the BAUASI determines funding allocations through a four-tiered process.

Grant Allocation Process

The grant allocation process consists of a four-tiered process:

- First, priority is given to meet the directives of the Notice of Funding Opportunity (NOFO). In UASI FY 2021, DHS required allocating 30% of the funding award to five National Priority projects. (See Section 4)
- Second, an allocation of $1 million each is awarded to the cities of Oakland, San Francisco, and San Jose. (See Section 5)
- Third, an allocation is made to the Bay Area Training and Exercise Program (BATEP) sustainment initiative. **Note:** DHS has prescribed Fusion Center funding as one of the National Priority projects. The Northern California Regional Intelligence Center (NCRIC) has now been removed from the list of sustainment initiatives. (See Section 6)

- Fourth, after meeting all NOFO requirements, allocations are granted to the four (4) Hubs. To receive these funds, eligible agencies must submit project proposals into the online WebGrants system. (See Section 7)

Section 3. Project Proposal Criteria

As described in Section 2, agencies seeking Hub funding may identify and propose eligible projects. Certain compliance criteria, identified by federal grant guidelines, must be met. All Hub-submitted project 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 local 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 implementing the project ("Project Lead.") This same person is also required to either attend the proposal kick off meeting on Thursday September 16, 2021 or listen to the webinar version on the UASI website (www.bayareauasi.org) prior to submitting the project proposal.

Section 4. National Priority Project Funding

In FY 21, DHS required the funding of 5 National Priority projects, as follows:

- Enhancing cybersecurity – 7.5% (increased from 5%)
- Enhancing the protection of soft targets/crowded places – 5%
- Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS – 5%
- Combating domestic violent extremism – 7.5% (new for FY 21)
- Addressing emergent threats (e.g., transnational criminal organizations, unmanned aircraft systems [UASs], weapons of mass destruction [WMD], etc.) – 5%

The total amount of required funding for the five FY 21 National Priority projects amounted to $8,898,751 (or 3 projects at $1,528,125 each and 2 projects at $2,292,188 and $2,292,188 respectively).

National Priority projects are reviewed by DHS for risk and effectiveness. Projects not meeting the effectiveness criteria, remain unfunded and on hold until the effectiveness of the proposed project(s) is reviewed and confirmed by DHS.

National Priority projects:

All potential National Priority projects will be presented to, discussed, and vetted by the appropriate BAUASI designated work group.

- The UASI Management Team will identify potential National Priority Projects and meet with appropriate work groups and subject matter experts to review and discuss them for feasibility and effectiveness.
- Members of the work group may also suggest ideas for National Priority Projects that fall within grant requirements (See Appendix A)
- Once vetted, project summaries will be presented to the Approval Authority for their review and approval.
- Project concepts that are approved by the Approval Authority and meet the FY 2022 NOFO guidance will be drafted in further detail for submission to CalOES during the grant application process.
- The BAUASI Management Team will act as the project lead on most National Priority Projects seeking support from Bay Area stakeholders as needed.

See Appendix A for details on the required risk and effectiveness criteria per DHS.

Section 5. 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. Core city project applications are submitted in WebGrants as a "core city" project. The following requirements must be followed:

- Have a clear "nexus to terrorism," – i.e., the proposal must specify how the activities will support preparedness for terrorist incidents
- 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.

Section 6. Sustainment Funding

Because DHS mandated the assignment of the Fusion Center and Information Sharing Projects as one of the National Priority Projects, at the direction of the Approval Authority, only one Sustainment Project, the Bay Area Training and Exercise Program (BATEP), will be funded by the FY 22 UASI grant program.

All requests or proposals for training courses should be submitted through the Training and Exercise Work Group (TEWG) and are ineligible for submission via WebGrants. Please contact Wendy Suhr for more information about the TEWG at Wendy.Suhr@sfgov.org.

Section 7. Hub Funding

The Bay Area is divided into four (4) geographic areas or Hubs. Project proposals requesting funds from the Hub allocations will be designated as either a "North, South, East, or West" Hub project. As stated above, until the FY22 grant award is announced, the Bay Area UASI will operate under the assumption that the FY22 funding will be equal to the amount awarded in FY21. For reference, below please find the FY21 UASI Hub allocations.

FY 21 UASI Hub Allocations

East Hub	$ **1,526,698**
North Hub	$ **562,791**
South Hub	$ **1,606,835**
West Hub	$ **2,697,156**

New! 2 Year Funding Cycle

Each year, the amount of funding requested vastly exceeds the amount of funding available. In order to increase efficiency and provide an opportunity for Hubs to plan for larger projects that may exceed the 14-month project performance period, the UASI Management Team established a 2-year funding cycle. Project proposals reflecting the FY22 and FY23 periods of performance will be accepted via WebGrants during September 17 – October 8, 2021.

Beginning in FY22, the funding amount of all projects submitted within each Hub may only exceed the 2-year anticipated allocation amount to the Hub by 10%. This additional 10% will act as a contingency in case of funding increases. The amounts below reflect two times the amount of the FY 21 allocation plus ten percent of the FY21 allocation as a contingency.

FY 22-23 UASI Hub Allocations

East Hub	**$ 3,206,066**
North Hub	**$ 1,181,861**
South Hub	**$ 3,374,354**
West Hub	**$ 5,664,028**

Hubs are strongly encouraged to meet prior to the kick-off meeting in September to discuss the submission of projects so they do not exceed the above listed FY 22-23 Hub allocation amount. Please see Section 11 below for the discussion of project prioritization.

Section 8. Developing and Submitting Proposals

FY 22 UASI proposals for core city or hub funding must be submitted through the WebGrants system between Friday, September 17 and Friday, October 8, 2021. All proposals must be submitted by 5pm on Friday, October 8. Late proposals will be ineligible.

Kick off Meeting:

All persons submitting FY 22 proposals are required to either attend the FY 22 proposal kick off workshop/webinar on Thursday, September 16, 2021 or review the webinar prior to submitting a proposal (available at www.bayareauasi.org).

Please note: While the Management Team will notify our primary stakeholders of the kickoff meeting, ultimately, county and core city leadership are responsible for distributing notification emails regarding UASI project proposal information to a wider audience within their cities and agencies.

Drafting your proposal:

All proposals must include a brief description of the project and requested funding amount. Additionally, proposers must determine which Goal and Core Capability their project helps address. Attached as Appendix B, is a guide to the drafting of proposals (investment justification). Table 1 in the document provides a list of investments by number, the Bay Area UASI Goal, and the appropriate UASI Core Capability. The appendix also provides further descriptions and project ideas that may be eligible within each investment area.

WebGrants System:

All proposals must be submitted through WebGrants. Due to changes by FEMA a sample proposal will be made available closer in time to the actual submission process. The Management Team

will offer training on using the system for submitting proposals at the Thursday September 16 proposal kick off workshop/webinar.

Hubs exceeding the allocation amount:

The UASI Management Team will monitor the hub applications during the application period. Should the total amount of the submitted projects exceed the total amount identified in Section 7, staff will notify the appropriate Approval Authority member(s) for their guidance.

Additional information:

Local Jurisdiction Internal Vetting:

It is strongly recommended that Bay Area UASI jurisdictions conduct their own internal vetting process to identify which proposals should be submitted for UASI funding. With a two-year funding cycle, it is important that hubs meet to make some pre-determinations about the type of projects they want to submit.

Counties sometimes conduct UASI project vetting along with their State Homeland Security Program (SHSP) decision-making processes. While this vetting is the responsibility of each jurisdiction, the Management Team is available upon request to assist jurisdictions in facilitating their internal vetting processes.

Management Team Support:

Management Team staff is available to answer questions and provide support on compliance, proposal criteria, and using the WebGrants system. All proposers are urged to seek Management Team staff assistance in order to submit timely and compliant proposals. Please contact Mary.Landers@sfgov.org with any questions.

Proposals for Staff Positions:

Funding requests for any staff position must be submitted as an individual 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 performance period of 14 months for each grant year. Due to the 2 year budget cycle, the amount requested in the proposal will now reflect two (2) 14 month periods (one period for each grant year).

Support of THIRA and SPR process:

As stated above, the Department of Homeland Security (DHS) 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 National Priority) 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 2022 Guidance for Writing Your Grant Application".

Section 9. Role of the Work Group

The Bay Area UASI encourages subject matter experts to discuss potential National Priority Area projects within 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 22 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	**National Priority:** 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	NCRIC Training and Exercise	**National Priority:** Combating Domestic Violent Extremism	**National Priority:** Combating Domestic Violent Extremism
6	Public Information and Warning BayRICS Radio Operators Advisory Group Training and Exercise	Strengthen Emergency Communications Capabilities	Strengthen Emergency Communications Capabilities

7	Medical and Public Health Training and Exercise	Enhance Medical and Public Health Preparedness	Enhance Medical and Public Health Preparedness
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 Community Capabilities through Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities, including partnerships with volunteers and community based organizations	Enhance Community Capabilities through Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response, and Recovery Coordination, including Partnerships with Volunteers and Community Based Organizations and Programs
10	CBRNE Training and Exercise	Protect Critical Infrastructure and Key Resources	Protect Critical Infrastructure and Key Resources

Please contact Janell Myhre, Bay Area UASI Regional Program Manager, at Janell.Myhre@sfgov.org for information on work groups and their meeting schedules.

Section 10. Proposal Review Process

On October 11, the Management Team will begin reviewing all submitted project proposals for compliance with the project proposal criteria (see Section 3). Project 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. If a hub exceeds their allocated amount, the Management Team will contact the appropriate Approval Authority member for guidance on reducing either the number of projects or the amount of some of the projects.

The Management Team will share proposals with Approval Authority members for review in November and then with hub voting members in December 2021. See Section 11 below for more details on the hub and other review processes, as well as Section 13 for the summary timeline.

Section 11. Role of Hub Voting Members

The Bay Area UASI utilizes a hub proposal prioritization process to prioritize projects within the grant allocation for hubs. 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 10).

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 represent various agencies and subject matter expertise.

Preparations for Hub Prioritization:

On December 10, 2021, the Management Team will provide each hub voting member with all submitted proposals that meet the project criteria (per Section 3) 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 2022. The goal of each hub meeting is to create a list of projects, in order of priority, during the two year grant cycle. As described above, the amount of available funding for each individual hub is based on double the amount of funding of the previous year's awarded allocation plus a 10% contingency (see Section 7 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.

Since all projects will be prioritized with the two-year funding cycle in mind, the concept of "above the line" and "below the line" projects, is being eliminated. All projects will be prioritized and will be undertaken in order of priority as funding for FY22 or FY 23 allows. If a hub (or hubs) exceeds the amount allocated in Section 7, as discussed in Section 8, Approval Authority members will be tasked with identifying the removal of projects until the allocated amount is reached. The remaining projects will then be prioritized during the Hub prioritization meetings in January 2022.

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 the project criteria presented in Section 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 2022.
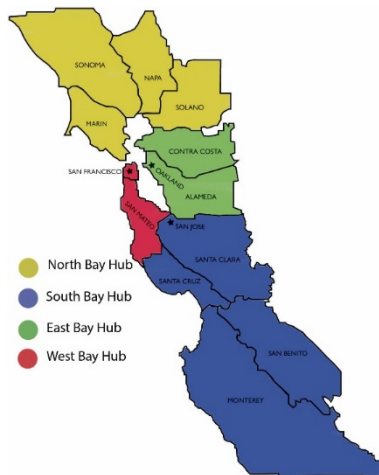
Section 12. Role of the Approval Authority

The following is a summary of key actions, responsibilities, and decision-points for Approval Authority members in the FY22 proposal process:

- **Work Groups**: Approval Authority members should ensure that their jurisdictions are represented on Bay Area UASI work groups (see Section 9, 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 2021. (See Section 11, Role of Hub Voting members).

- **Proposal Compliance:** Approval Authority members should ensure that those submitting FY 22 proposals attend the proposal kick off meeting on Thursday, September 16 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 8, Developing and Submitting Proposals, for more information).

- **Proposal Review**: Approval Authority members will have the opportunity to review their jurisdictions' proposals from November 11 – 30, 2021. The member may remove a hub project from consideration by notification to the Management Team and the proposer.

- **Approve National Priority projects:** Approval Authority members will approve the list of all National Priority Project proposals. This will occur at the March 10, 2022 Approval Authority meeting or as soon as possible following DHS's issuance of the FY 22 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 10, 2022 Approval Authority meeting or as soon as possible following DHS'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 allocation and the two year spending cycle of projects for the hub projects. This action will take place at the next Approval Authority meeting following DHS's issuance of the NOFO, estimated to be the March 10, 2022 Approval Authority meeting.

Section 13. Summary Timeline

WHO	WHAT	WHEN	DESCRIPTION
Management Team	Outreach	July 2021	Management Team sends the FY22 project proposal guidance to UASI stakeholders
UASI Work Groups	Proposal discussions	July - September 2021	Work groups discuss regional gaps and priorities and review potential National Priority proposals
Management Team	Kick off workshop and webinar	September 16, 2021	This meeting/webinar is required for all those submitting proposals.
UASI Stakeholders	Proposal submissions	September 17 – October 8, 2021	UASI stakeholders submit proposals through the WebGrants system.
Management Team	Compliance review	October 11 – November 5, 2021	Management Team reviews proposals and checks for compliance.
Approval Authority	Proposal review	November 8 – 26, 2021	Review period for Approval Authority members.
Hubs	Proposal review	December 10, 2021	Management Team sends proposals to hub voting members for review.
Hubs	Prioritize	January 2022	Hubs meet on specific days in January 2022 and prioritize all projects.
Approval Authority	Approve sustainment project	January 13, 2022	Existing sustainment project proposal presented to the Approval Authority.
Approval Authority	Approve	March 10, 2022 (estimate)	Approval Authority approves Hub, Core City, and National Priority projects as well as FY22 allocations

APPENDIX A

Bay Area UASI
FY 2022

National Priority
Projects

Guidance

Introduction

In FY 2021, DHS identified five priority areas of national concern and determined that these priorities should be addressed by allocating specific percentages of HSGP funds to them. The total amount allocated for these five national priorities totaled 30% of the grant award, reflecting an increase from 20% in FY 2020.

Application process

In the FY 22 application, a separate investment for each of the five national priority areas identified in the Notice of Funding Opportunity (NOFO) is required. In FY 21, these projects included: Enhancing cybersecurity; Enhancing the protection of soft targets/crowded places); Enhancing information and intelligence sharing and cooperation with federal agencies, including DHS; Addressing emergent threats (e.g., unmanned aerial systems [UASs]; and Combating domestic violent extremism. Three of the five investments – Information Sharing, Soft Targets, and Emergent Threats – have a 5% percent allocation requirement, while the other two – Cybersecurity and Combating Domestic Violence – require a 7.5% investment allocation.

Failure by a recipient to propose investments and projects that align with the five priority areas and spending requirements will result in a recipient having a portion of their SHSP and UASI funds (up to 30 percent) placed on hold until they provide projects that sufficiently align to the National Priority Areas, and total at least the minimum percentage identified above of total SHSP and UASI funds per National Priority Area.

The remaining 70 percent of the Bay Area's funding must be applied to gaps identified through the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process.

These projects will be further defined in the FY 22 NOFO, but Work Groups wishing to submit projects should plan to develop general large scale projects that could be tailored to meet FY 22 national priority projects. The National Priority projects, the appropriate Core Capability, and sample projects are listed in Table 1 below:

Table 1

FY 2022 UASI National Priority Funding Projects

National Priorities	Core Capabilities	Sample Project Types

Enhancing Cybersecurity	• Cybersecurity
	• Intelligence and information sharing
	• Planning
	• Public Information and warning
	• Operational coordination
	• Screening, search, and detection
	• Access control and identity verification
	• Supply chain integrity and security
	• Risk management for protection programs and activities
	• Long-term vulnerability reduction
	• Situational assessment
	• Infrastructure systems
	• Operational communications
		• Cybersecurity risk assessments
		• Migrating online services toe ".gov" internet domain
		• Projects that address vulnerabilities identified in cybersecurity risk assessments
		  o Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA)
		  o Cybersecurity Training and Planning

Enhancing the Protection of Soft Targets/ Crowded Places	• Operational coordination
	• Public information and warning
	• Intelligence and information sharing
	• Interdiction and disruption
	• Screening, search, and detection
	• Access control and identity verification
	• Physical protective measures
	• Risk management for protection programs and activities
		• Operational overtime
		• Physical security enhancements
		  o Close-circuit television (CCTV) security cameras
		  o Security screening equipment for people and baggage
		  o Lighting
		  o Access controls
		  o Fencing, gates, barriers, etc.

Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS	• Intelligence and information sharing • Interdiction and disruption • Planning • Public information and warning • Operational coordination • Risk management for protection programs and activities	• Fusion center operations (Fusion Center project will be required under this investment, no longer as a stand-alone investment) • Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities • Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation • Identification, assessment, and reporting of threats of violence • Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS
Combating Domestic Violent Extremism	• Interdiction and disruption • Screening, search and detection • Physical protective measures • Intelligence and information sharing • Planning • Public information and warning • Operational coordination • Risk management for protection programs and activities	• Open source analysis of misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats • Sharing and leveraging intelligence and information, including open source analysis • Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists • Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization • Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism

Addressing Emergent Threats, such as the activities of Transnational Criminal Organizations, open source threats, and threats from UAS and WMD	• Interdiction and disruption • Screening, search and detection • Physical protective measures • Intelligence and information sharing • Planning • Public Information and warning • Operational Coordination	• Sharing and leveraging intelligence and information • UAS detection technologies • Enhancing WMD and/or improvised explosive device (IED) prevention, detection, response and recovery capabilities o Chemical/Biological/Radiological/ Nuclear/Explosive (CBRNE) detection, prevention, response, and recovery equipment

Projects must demonstrate:

- Support terrorism preparedness;
- Support closing capability gaps or sustaining capabilities identified in the community's THIRA/SPR process; and
- Support the overcoming of 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.

Projects must explain:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

Review and Evaluation Process

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

- 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.

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the three-year period of performance. FEMA will use the information provided in the application and after the submission of the first BSIR to determine the feasibility and effectiveness of a grant project. To that end, IJs should include:

- An explanation of how the proposed project(s) will achieve objectives as identified in the SPR, including expected long-term impact where applicable, and which core capability gap(s) it helps to close and how;
- 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 status of planning and design efforts accomplished to date (e.g., included in a capital improvement plan); and
- A project schedule with clear milestones.

Projects are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices, and participate in the development of case studies demonstrating the effective use of grant funds, as requested by FEMA.

Project Scoring

Five factors will be used in FEMA's review of the projects:

1. Investment Strategy: 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: Proposals will be evaluated based on the extent to which applicants describe a budget plan for the investment by demonstrating how the applicant will maximize cost effectiveness of grant expenditures.

3. Impact/Outcomes: 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 22 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: 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 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 gap.

Define and Develop Your Project

When drafting your project proposal, include project scope, estimated costs, feasibility, milestones, time needed to implement, and how to evaluate the project's success. Even though some of this information will not be required for submission in your WebGrants application, it is a good idea to conceptualize the project before it is time to submit it into the system.

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

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

Note: Training requests are not eligible for submission through WebGrants as these classes fall under the purview of the Bay Area Training and Exercise Program (BATEP). Proposers seeking a specific class should go to www.BATEP.org and create an account. Once the account is approved, proposers can review the calendar of training and the planned schedule of T&E services under Documents in the Integrated Preparedness Plan. Regional Exercises are also under the purview of BATEP, but local, jurisdiction-specific exercises may be submitted through the WebGrants application process.

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 does not describe what the project is truly about.

- **Be sure your project describes how it closes an identified gap.** Identify the threat your project is addressing and the most appropriate core capability and associated gap areas. Ultimately, this information demonstrates how funding for this project will build or sustain capabilities identified in the SPR (Stakeholder Preparedness Review). More information about the SPR can be found on the http://www.bauasi.org website here.

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

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?
- 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.

SEVEN STEPS TO DEVELOPING YOUR PROJECT:

STEP ONE*

The federal government website allows for only 10 Investment Justifications (or IJs) with an unlimited number of projects assigned to them. Therefore, all proposals submitted through WebGrants will have an IJ number and then later be assigned a project number by UASI Management Team staff. As described above, the first five IJs are assigned by the federal government. The next four (IJs 6-9) are available for use by the Bay Area UASI (IJ 10 is assigned to the State of CA projects). When preparing your application, first determine the appropriate IJ number. Below is the list of IJs with a brief description and samples to assist in the selection. Please review them to assist in determining which IJ description is the best fit.

*New for 2022: IJs 1-5 are for National Priority Projects only and will be separately reviewed by DHS for effectiveness. Similar to FY21, the federal government has allocated required percentages to FY22 projects. Three of the projects are worth 5% each (IJs 1, 2, and 4) with the remaining two projects (IJs 3 and 5) worth 7.5% each for a total of 30% of the grant award. Described below are the National Priority Projects identified in FY 21. While it is unknown what, if any, special project types may be imposed in FY 22, Working groups identified in the description of these IJs will be asked to develop projects that **MAY** be used in the FY 22 grant application.

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

This project is for fusion centers only and is provided for information purposes.
This Investment will be provided by the NCRIC. Sample NCRIC projects include:

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

IJ 2 covers the National Priority of protecting soft targets. The CBRNE work group would develop national priority projects for this IJ. 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

IJ 3 covers National Priority cybersecurity activities. In addition to regional projects, any Hub or Core City cybersecurity project will also be included here. The UASI's cyber resiliency work group covers this type of project. Examples of projects that **may** fit under IJ 3 include:

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

IJ 4: National Priority – Address Emergent Threats

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: National Priority – Combating Domestic Violent Extremists

IJ 5 covers the National Priority of domestic violent extremists related to safety and security. The UASI's Management Team, in consultation with the NCRIC, will develop projects in this IJ. Projects may include:

- Sharing and leveraging intelligence and information, including open source analysis
- Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists
- Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization
- Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism

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 Medical and Public Health Preparedness

IJ 7 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 7 include:

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

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, including Critical Infrastructure and Key Resources

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.

- Situational awareness support products
- 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 (not for regional projects)
- Equipment for multi-purpose training and exercise facilities
- Multi-year training and exercise plan updates and/or conferences
- Emergency Response planning for critical infrastructure
- Active Shooter kits
- On-scene security equipment

IJ 10: State of California IJ
This project is for the State of California Investments and is listed for information purposes only.

STEP TWO:

Once you select the appropriate Investment Justification for your project, please use the drop-down menu to select the most appropriate THIRA Threat or Hazard that your project addresses.

STEP THREE:

After selecting an Investment Justification, use the drop-down menu in WebGrants to select the most appropriate Core Capability addressed by your project. A description of each Core Capability is listed in Table 1 at the end of this document.

Once you have selected a Core Capability, identify how your project closes a gap or sustains a capability by selecting at least one capability gap from the drop-down menu in WebGrants.

STEP FOUR:

Next, select the nexus to terrorism using the drop down menu and then briefly describe this nexus.

STEP FIVE:

Provide a brief description of your project using the criteria described on page 2 of this guidance.

STEP SIX:

Fill out the timeline and milestone sections. The **timeline** begins on 11/1/22 and ends on 12/31/23. 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, **e**verything takes longer than you think, so **BE REALISTIC**!

STEP SEVEN:

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 Gaps

Once you have determined the appropriate Investment Justification for your project, it must align with the most appropriate core capability and capability gaps.

The Table on the next page indicates the Investment Justification Number, the UASI Goal Name, the Core Capability(ies) associated with the Goal Area, and the capability gaps (aka functional areas) associated with each investment. Please use this guide to complete your application.

IJ #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
1	National Priority: Enhance Info & Intelligence Sharing /fusion center	Intelligence and Information Sharing	Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.	- Analysis of Intelligence and Information - Developing Reports and Products - Disseminating Intelligence and Information - Exploiting and Processing Information - Feedback and Evaluation - Gathering Intelligence - Continuous Threat Assessment - Establishing Intelligence and Information Requirements - Monitoring Information - Safeguarding Sensitive Information
		Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.	- Evaluating and Updating Plans - Operational Planning - Whole Community Involvement and Coordination - Continuity Planning - Including Individuals with Disabilities or Access/Functional Needs - Incorporating Risk Analyses - Integrating Different Plans - Pre-Incident planning - Strategic Planning
		Threat and Hazard Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.	- Estimating Frequency and Magnitude - Modeling and Analysis - Stakeholder Collaboration / Coordination - Data Collection and Sharing
2	National Priority: Enhance the Protection of Soft Targets	Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.	- Command, Control, and Coordination - NIMS/ICS Compliance - Stakeholder Engagement - Allocating and Mobilizing Resources - Determining Priorities, Objectives, Strategies - Emergency Operations Center Management - Ensuring Information Flow - Ensuring Unity of Effort - Establishing a Common Operating Picture - Ensuring Continuity of Government and Essential Services

				- Establishing Lines of Communication - Establishing Roles and Responsibilities
		Public Information and Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.	- Alerts and Warnings - Culturally and Linguistically Appropriate Messaging - Delivering Actionable Guidance - Inclusiveness of the Entire Public - Developing Standard Operating Procedures for Public Information - New Communications Tools and Technologies - Protecting Sensitive Information - Public Awareness Campaigns - Traditional and Mobilizing Resources
		Planning	See Planning description	See Planning description
		Intelligence and Information Sharing	See Intelligence and Information Sharing description	See Intelligence and Information Sharing description
		Interdiction and Disruption	Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.	- Interdicting Cargo, Conveyances, and Persons - Anti-Terrorism Operations - Border Security - CBRNE Detection - CBRNE Render Safe - Deterrent Law Enforcement Presence - Financial Disruption - Preventing Acquisition of CBRNE - Tactical Law-Enforcement Operations - Tracking and Targeting Terrorists and Their Weapons - Wide-Area Search and Detection
		Screening, Search, and Detection	Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.	- Screening - Wide-Area Search - Bio-surveillance - Chemical and Biological Detection - Electronic Search - Explosives Detection - Laboratory Testing - Locating Terrorists - Physical Investigation - Promoting an Observant Nation - Radiological and Nuclear Detection

		Access Control & Identity Verification	Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.	- Verifying Identity - Controlling Cyber Access - Controlling Physical Access
		Physical Protective Measures	Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.	- Physical Security Measures - Site-Specific and Process-Specific Risk Assessments - Biosecurity - Border Protection - Identifying and Prioritizing Assets to Protect
		Risk Management for Protection Programs & Activities	Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.	- Data Collection - Risk Assessment - Analysis Tools - Incorporating Risk Assessments in Exercise Design - Risk Communication - Risk Management Planning
3	National Priority: Enhance Cybersecurity	Cybersecurity	Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.	- Guidelines, Regulations, and Standards - Sharing Threat Information - Continuity of Operations for Cyber Systems - Controlling Electronic Access - Detecting Malicious Activity - End-User Awareness - Investigating Malicious Actors - Protective Measures - Securing CIKR and SCADA Systems - Technical Countermeasures
		Risk Management for Protection Programs & Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
		Access Control & Identity Verification	See Access Control & Identity Verification description	See Access Control & Identity Verification description
		Planning	See Planning description	See Planning description
		Intelligence and Information Sharing	See Intelligence and Information Sharing description	See Intelligence and Information Sharing description
4	National Priority: Addressing Emergent Threats	Interdiction and Disruption	See Interdiction and Disruption description	See Interdiction and Disruption description
		Planning	See Planning description	See Planning description
		Intelligence and	See Intelligence and Information Sharing description	See Intelligence and Information Sharing description

		Information Sharing		
		Public Information and Warning	See Public Information and Warning description	See Public Information and Warning description
		Operational Coordination	See Operational Coordination description	See Operational Coordination description
5	National Priority: Combating Violent Domestic Extremists	Interdiction and Disruption	See Interdiction and Disruption description	See Interdiction and Disruption description
		Screening, Search and Detection	See Screening, Search, and Detection description	See Screening, Search, and Detection description
		Physical Protective Measures	See Physical Protective Measures description	See Physical Protective Measures description
		Intelligence and Information Sharing	See Intelligence and Information Sharing description	See Intelligence and Information Sharing description
		Planning	See Planning description	See Planning description
		Public Information and Warning	See Public Information and Warning description	See Public Information and Warning description
		Operational Coordination	See Operational Coordination description	See Operational Coordination description
		Risk Management for Protection Programs and Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
6	Strengthen Emergency Communications Capabilities	Operational Communications	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.	• Interoperable Communications Between Responders • Communication Between Responders and the Affected Population • Data Communications • Re-establishing Communications Infrastructure • Re-establishing Critical; Information Networks • Voice Communications
		Public Information and Warning	See Public Information and Warning description	See Public Information and Warning description
		Planning	See Planning description	See Planning description
		Public Information and Warning	See Public Information and Warning description	See Public Information and Warning description

7	Enhance Medical and Public Health Preparedness	Public Health, Healthcare, and Emergency Medical Services	Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.	• Definitive Care • Emergency Medical Services • Triage and Initial Stabilization • Health Assessments • Clinical Laboratory Testing • Medical Countermeasures • Medical Surge • Public Health Interventions
		Fatality Management	Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.	• Body Recovery • Mortuary Services • Victim Identification • Bereavement Counseling • Family Reunification
		Health and Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.	• Healthcare Facilities and Coalitions • Social Services • Behavioral Health • Determining Health and Social Needs • Ensuring Access • Environmental Health • Food Safety • Health Assessment • Medical Products and Services • Public Awareness • Public Health Measures • Response and Recovery Worker Health • School Impacts
		Environmental Response/ Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.	• Hazardous Material Clean-Up • Decontamination • Debris Removal • Environmental Impact Analysis • Health and Safety Monitoring and Assessment • Predictive Modeling • Responder Safety • Survivor Safety and Assistance
8	Strengthen Information Sharing and Collaboration	Intelligence and Information Sharing	See Intelligence and Information Sharing description	See Intelligence and Information Sharing description
		Risk and Disaster Resiliency Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.	• Modeling and Analysis • Obtaining and Sharing Data • Education and Training

		Planning	See Planning description	See Planning description
		Threats and Hazards Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.	• Estimating Frequency and Magnitude • Modeling and Analysis • Stakeholder Collaboration/Coordination • Data Collection and Sharing
		Risk Management for Protection Programs & Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
9	Enhance Multi-Jurisdictional /Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities, including critical infrastructure and key resources	Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.	• Communications Systems • Power Restoration • Sanitation • Water Treatment and Provision • Dams and Flood Control • Food Production and Delivery • Government Facilities • Heating Fuel Provision • Hospitals • Infrastructure Site Assessments • Public Recreation Facilities • Public Safety Facilities • Transportation Infrastructure
		Forensics and Attribution	Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.	• Attribution Assessment • Crime Scene Preservation and Exploitation • Evidence Collection • Forensic Analysis • Terrorist Investigations • Assessing Terrorist Capabilities • Biometric Analysis • CBRNE Material Analysis • Digital Media and Network Exploitation
		Screening, Search, and Detection	See Screening, Search, and Detection description	See Screening, Search, and Detection description
		Public Information & Warning	See Public Information and Warning description	See Public Information and Warning description
		Interdiction and Disruption	See Interdiction and Disruption description	See Interdiction and Disruption description
		Supply Chain Security and Integrity	Strengthen the security and resilience of the supply chain.	• Analysis of Supply Chain Dependencies • Implementing Countermeasures • Implementing Physical Protection • Integrating Security Processes • Verification and Detection

		Environmental Response / Health & Safety	See Environmental Response/Health & Safety description	See Environmental Response/Health & Safety description
		Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.	• Ensuring Access • Feeding • Hydration • Pets • Relocation Assistance • Resource Distribution • Sheltering • Family Reunification
		Mass Search and Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.	• Community-Based Search and Rescue Support • Rescue Operations • Search Operations • Specialized Operations • Synchronizing Operations
		Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.	• Resource Delivery • Resource Management • Access to Community Staples • Donations Management • Emergency Power Provision • Fuel Support • Private Resource • Resource Tracking • Supply Chain Restoration • Volunteer Management
		On-scene Security Protection / Law Enforcement	Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.	• Law Enforcement • Protecting Response Personnel • Securing Disaster Areas
		Fire Management and Suppression	Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.	• Structural Firefighting • Wildland Firefighting • Specialized Firefighting • Initial Attack Firefighting • Extended Attack Firefighting
		Natural and Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.	• Damage Assessment • Environmental Preservation and Restoration • Historic Preservation

		Health and Social Services	See Health and Social Services description	See Health and Social Services description
		Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.	• Debris Removal • Establishing Access • Evacuation • Airspace Management • Delivery of Response Assets • Reentering Affected Area • Transportation Safety and Condition Assessments
		Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.	• Reopening Businesses • Business/Economic Continuity Planning • Developing Recovery Objectives • Developing the Workforce • Disseminating Information • Economic Impact Assessments • Incentivizing Entrepreneurial and Business Development • Management Planning
		Housing	Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.	• Addressing Housing Shortages • Housing Accessibility • Transition from Interim to Permanent/Long-Term Housing • Housing Affordability • Housing Assessments • Reconstruction of Destroyed Housing • Rehabilitation of Damaged Housing
		Operational Coordination	See Operational Coordination description	See Operational Coordination description
		Planning	See Planning description	See Planning description
		Physical Protective Measures	See Physical Protective Measures description	See Physical Protective Measures description
		Access Control & Identity Verification	See Access Control & Identity Verification description	See Access Control & Identity Verification description
		Planning	See Planning description	See Planning description
		Long-term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.	• Incorporating Mitigation Measures into Construction and Development • Adopting Vulnerability Reduction Standards and Building Codes • Developing Neighborhood Civic Organizations • Individual and Family Preparedness

APPENDIX C
Allowable Expenses

Please note that DHS has yet to issue guidelines for FY22. In the absence of this information, below please find the allowable spending information for FY21. At this time, the Management Team does not anticipate changes in the allowable spending guidelines in the FY22 Notice of Funding Opportunity. The Management Team will update stakeholders on any such changes in a timely manner.

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 should or must be purchased.

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.

Proposed expenditures of UASI funds must support organization activities within the Investment Justification (IJ) submission. Per grant guidelines, the Bay Area UASI is allowed up to 50 percent

(50%) of their 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).

Upon request, a waiver of the 50 percent (50%) personnel limitation noted above may be granted. Requests for waivers to the personnel cap must be submitted by the authorized CalOES representative to DHS' 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, sub-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, *Impact of National Terrorism Advisory System on Homeland Security Grant Programs*, 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**	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: • 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. 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 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 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.

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, UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. CalOES 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.

- CalOES 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.NEMSIS.org).

Training

The regional Bay Area Training and Exercise Program (BATEP) 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

BATEP is also responsible for all regional exercises. 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 jurisdiction within the region will be hosting a special event (e.g., Super Bowl, G-8 Summit), the special event planning should be considered as a training or exercise activity for the purpose of the multi-year TEP. All confirmed or planned special events must be included in the Multi-year TEP. UASI funding may be used 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 our fusion center, including information sharing and analysis, threat recognition, terrorist interdiction, and training/ hiring of intelligence analysts;

- Coordination between the fusion center and other analytical and investigative efforts including, but not limited to the Joint Terrorism Task Force (JTTF), 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 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. CalOES conducts a primary review prior to submitting it to FEMA and this review process can be quite lengthy.

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.

CalOES is strongly encouraged to consult with the FEMA Region IX Logistics Chief regarding disaster logistics- related issues.

DHS/FEMA approved plans are to be shared by CalOES with local jurisdictions and Tribes in our region.

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 UASI 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

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 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, see 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 /DHSFEMA 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.

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).

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**
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**
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
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	**Y**
Law Enforcement Terrorism Prevention Activities (LETPA) Costs	
Integration and interoperability of systems and data, such as CAD and RMS, to	**Y**
Maturation and enhancement of designated state and major Urban Area fusion	**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**

FY 2022 UASI Project Proposal Guidance

Board Comments

FY 2022 UASI Project Proposal Guidance

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item.

Approval of
FY 2022 UASI Project
Proposal Guidance

Motion and 2nd

Approval of FY 2022 UASI Project Proposal Guidance
Roll Call Vote- Sara Cox

JURISDICTION	JURISDICTION
City/County San Francisco	County of Contra Costa
County of Alameda	County of Marin
City/County San Francisco	County of Monterey
City of Oakland	County of San Mateo
City of San Jose	County of Sonoma
County of Santa Clara	

Regional EOC Information Sharing Program Update

To: **Bay Area UASI Approval Authority**

From: **Corinne Bartshire, Regional Program Manager**

Woody Baker-Cohn, Marin County Sheriff's Office

Date: **June 10, 2021**

Re: **Item 6: Regional EOC Information Sharing Project Update**

Staff Recommendations:

No recommendation

Action or Discussion Items:

Discussion

Background:

In response to prior regional exercise After Action Report improvement items, the FY20 Regional EOC Information Sharing Project ($40,000) is designed to identify situational awareness information needs across the Bay Area jurisdictions and evaluate available common operating picture platforms. It includes surveying the UASI member jurisdictions, reviewing systems in use (i.e. WebEOC, Cal COP, Veoci, HSIN, etc.), establishing essential elements of information, and developing solutions to close EOC information sharing gaps.

Discussion:

Regional Program Manager Corinne Bartshire will introduce Woody Baker-Cohn, Marin County Sheriff's Office. Mr. Baker-Cohn will provide an update on the FY20 Regional EOC Information Sharing Project. The attached Appendix A is an accompanying PowerPoint presentation.

Marin County Sheriff
Office of Emergency Services

Regional EOC Information Sharing Project
2021 – Survey and Gap Analysis
Situational Awareness / Common Operating Picture Components

Project Goals

- Identify the strengths and gaps in SA/COP capabilities
- Identify what information jurisdictions want or need
- Identify effective and efficient solutions to close gaps
- Identify a universal set of essential elements of information
- Identify the SA/COP systems in use and limitations associated with them

Project Timeline

June 2021 — Release survey to Bay Area jurisdictions

July 2021 — 1:1 and regional conversations

Analyze survey results and input

August 2021 — Draft strategic plan to address gaps in information and technology

Establish Essential Elements of Information

November 2021 — Exercise EEIs and SA/COP tools in Golden Eagle
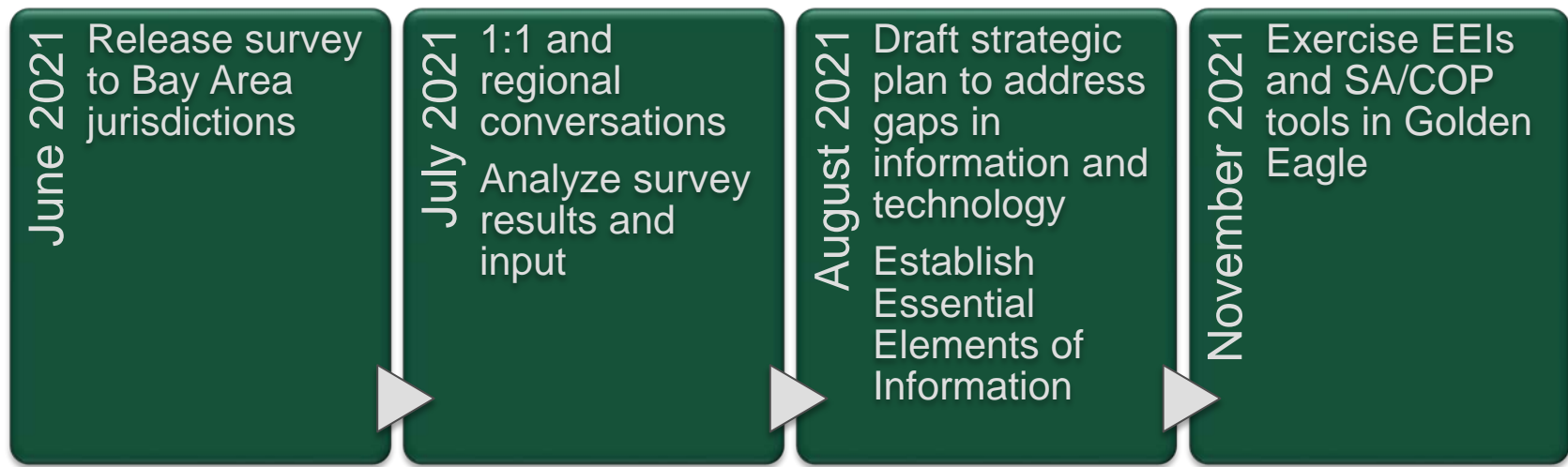
Closing

What we are striving to achieve

– Increase Situational Awareness for all-hazards incidents

– Provide one Common Operating Picture for the Bay Area region

– Implement standard Essential Elements of Information

– Through fusion, improve communication and information sharing utilizing SA/COP Tools

Questions?

Contact: Woody Baker-Cohn, Assistant Emergency Services Manager
Office of Emergency Services, Marin County Sheriff's Office
wbaker-cohn@marinsheriff.org, 415-473-2724

Regional EOC Information Sharing Program Update

Board Comments

Regional EOC Information Sharing Program Update

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item.

Bay Area Training & Exercise Program Update

To: **Bay Area UASI Approval Authority**

From: **Corinne Bartshire, Regional Program Manager**

Date: **June 10, 2021**

Re: **Item 7: Bay Area Training and Exercise Program (BATEP) Update**

Staff Recommendation:

No recommendation

Action or Discussion Items:

Discussion

Background:

The Bay Area UASI has funded the Regional Training and Exercise Program since July 2011. In 2020, the Bay Area UASI Management Team, with contractor support, established and re-branded a refreshed Bay Area Training and Exercise Program (BATEP). The current program and website (www.BATEP.org) officially launched in June 2020 and is directly overseen and administered by the UASI Management Team.

BATEP training opportunities in 2021 have already included 33 course deliveries resulting in 591 students trained. BATEP exercises this year include the multi-discipline regional coordination Golden Eagle Exercise and the Public Safety Preparedness Summit to be held November 3rd through 5th.

Discussion:

Regional Program Manager Corinne Bartshire will present a status update of the Bay Area Training and Exercise Program. The attached Appendix A is an accompanying PowerPoint presentation. The complete BATEP 2020 Annual Report is available at www.bayareauasi.org/programs/training and on www.BATEP.org.

Bay Area UASI
Training & Exercise Program

June 10, 2021
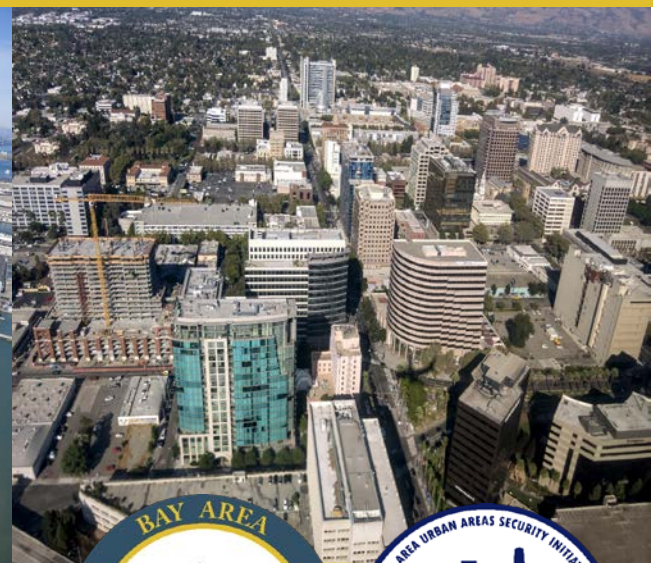
Presented by Corinne Bartshire, Regional Program Manager

Training Activity Recap

Year-to-Date

KEY ACCOMPLISHMENTS
YEAR-TO-DATE

33 Courses Delivered (+ continuation of 3 self-paced courses)

591 Students Trained

753 New Accounts Created on BATEP.org

92,400 Pageviews on on BATEP.org
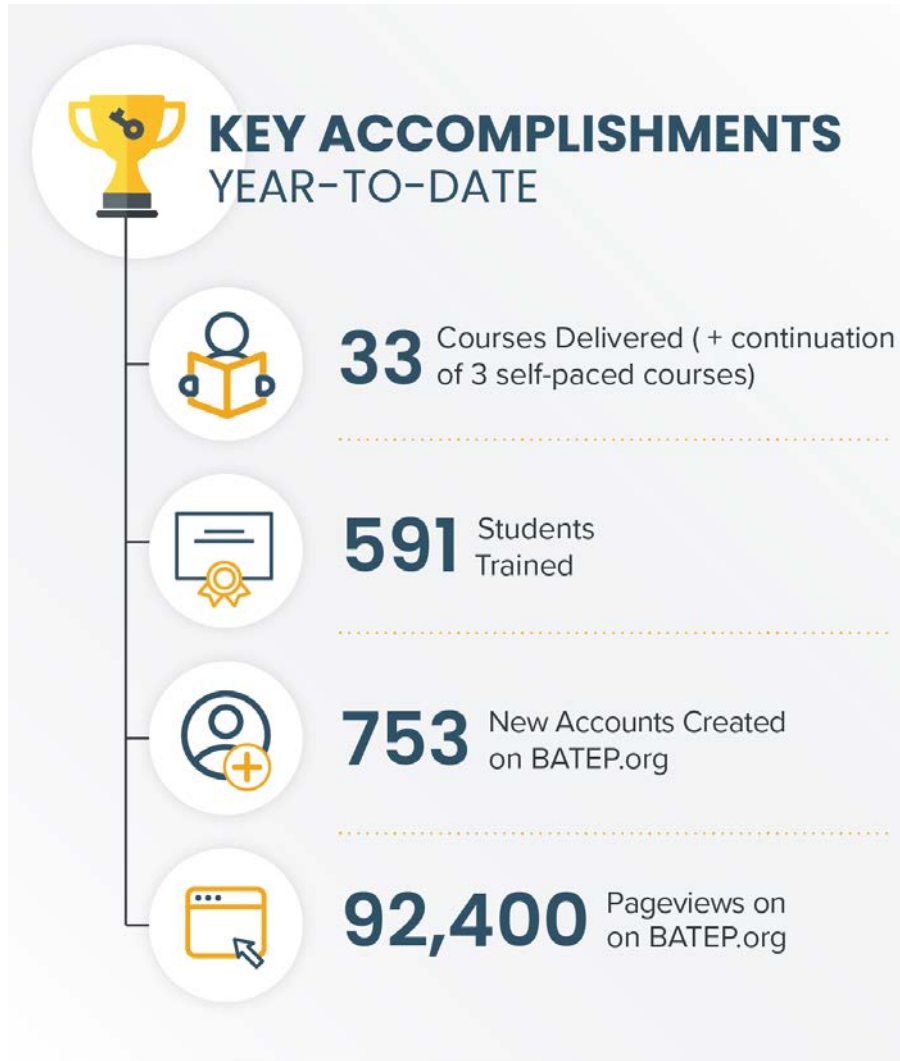
Training Activity Recap

Year-to-Date

STUDENTS TRAINED

Each course attendee is tracked as a Student Trained. Therefore, one person who participates in multiple courses would be counted each time they attend a course. Students Trained metrics below rely on actual attendance (from course rosters), not registrations.

Total YTD Students Trained: 591

Students Trained by Discipline, Year-to-Date

- 171 — Law Enforcement
- 166 — Fire Service
- 141 — Cyber Security
- 113 — Emergency Management
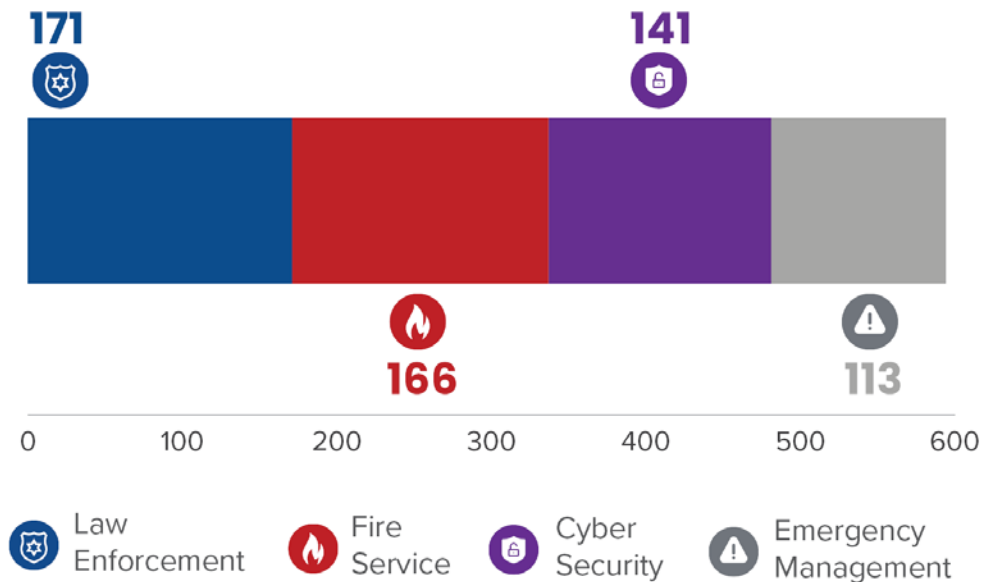
Training Activity Recap

Year-to-Date

TOTAL COURSES DELIVERED

Total YTD Course Deliveries: **33**

Courses Delivered by Discipline, Year-To-Date

- Law Enforcement: 12
- Emergency Management: 11
- Fire Service: 7
- Cyber Security: 2
- Public Health: 1
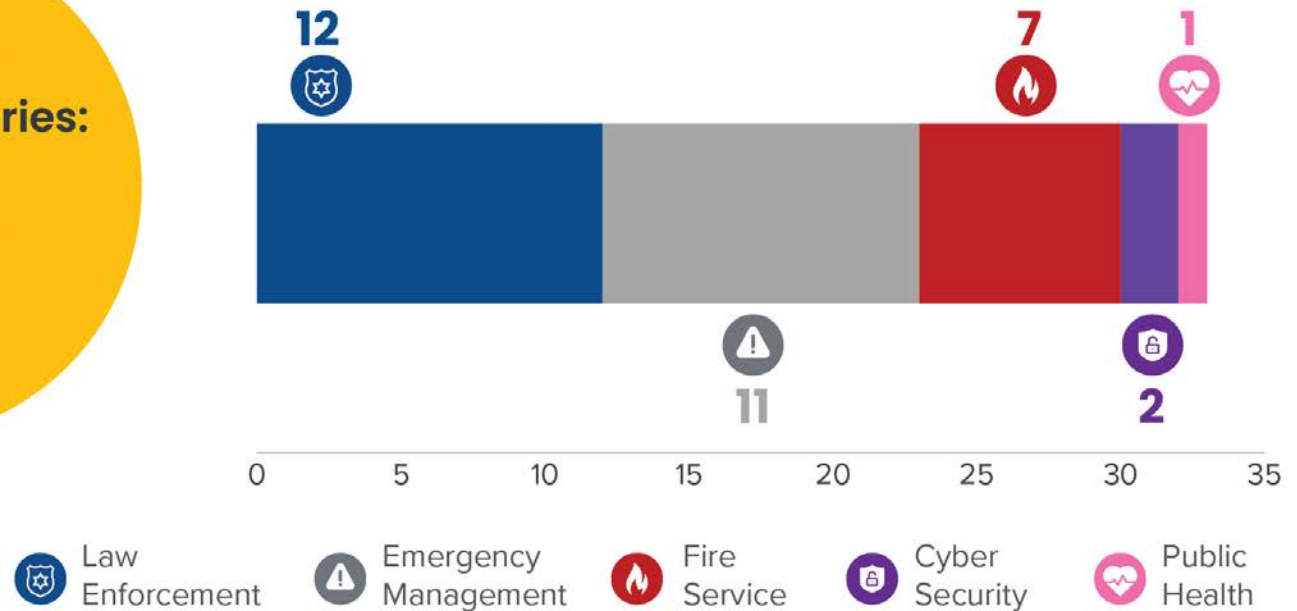
Training Schedule

Upcoming Courses Scheduled

UPCOMING COURSES

Total Upcoming Courses:

28

Upcoming Courses Scheduled by Discipline, June – August 2021

11 — Emergency Management
6 — Law Enforcement
6 — Public Information
5 — Fire Service

BATEP Success

Course Evaluations

"I learned so much more than I even expected. Instructors were very knowledgeable and very approachable. I would recommend 100%. Thank you!

-Fire Service Participant
Rope Rescue Technician,
January 18 -22, 2021
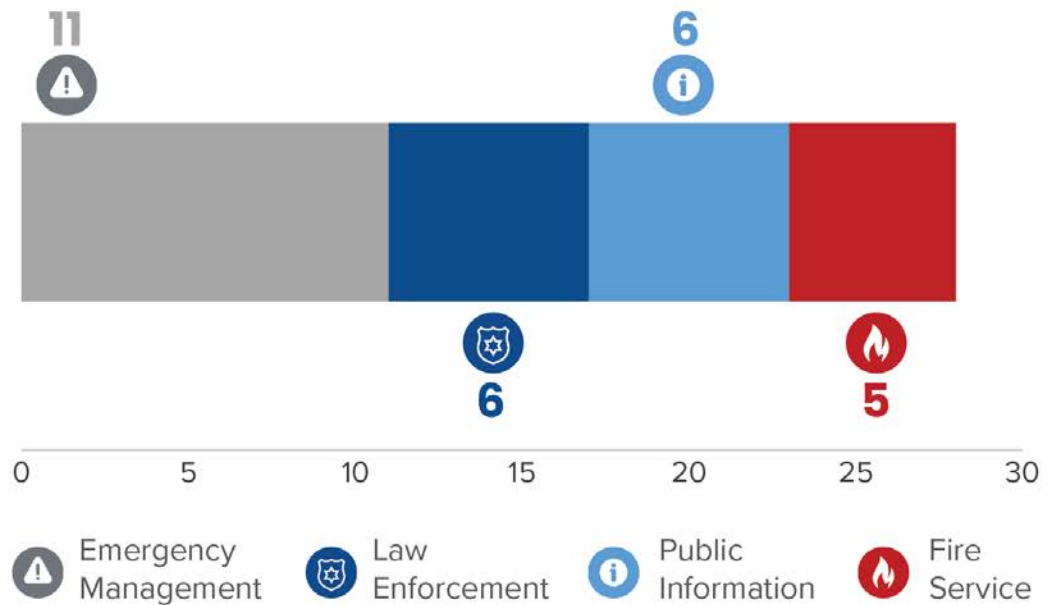
"Instructors were very engaged, provided real life examples. Applied real knowledge to course material to make more exciting."

-Emergency Management Participant
EOC Management & Operations,
February 16-17,2021

BATEP Success

Course Evaluations

"Great examples from Sonoma County and San Diego. Instructors shared a lot of valuable personal experience."

-Emergency Management Participant
G205: Recovery from Disaster,
March 15-19, 2021

"[The instructor] was knowledgeable and a good presenter. Stayed on course but allowed for relevant class discussion. Overall, it was an interesting and useful course that I would recommend to others."

-Law Enforcement Participant
Critical Thinking for Law Enforcement,
April 15-16, 2021

BATEP Success

Application to Real-Life Event

- In April, an Alameda County Sheriff's Sergeant defused a standoff situation at the Oakland Airport by using a de-escalation tactic he learned during training provided by the UASI Training & Exercise Program

- A man had barricaded himself in the baggage carousel of Terminal 1 and was threatening to kill himself with a knife

- As a distraction technique, the Sergeant had the air conditioning turned off and the officers were able to subdue the man when he went to remove his heavy coat

- The Sergeant credits SWAT and hostage negotiation training he received that addressed de-escalation tactics to try and manipulate a person's behavior

2021 Public Safety Preparedness Summit Update

Save the Dates! November 3-5, 2021

Bay Area UASI
PUBLIC SAFETY PREPAREDNESS SUMMIT
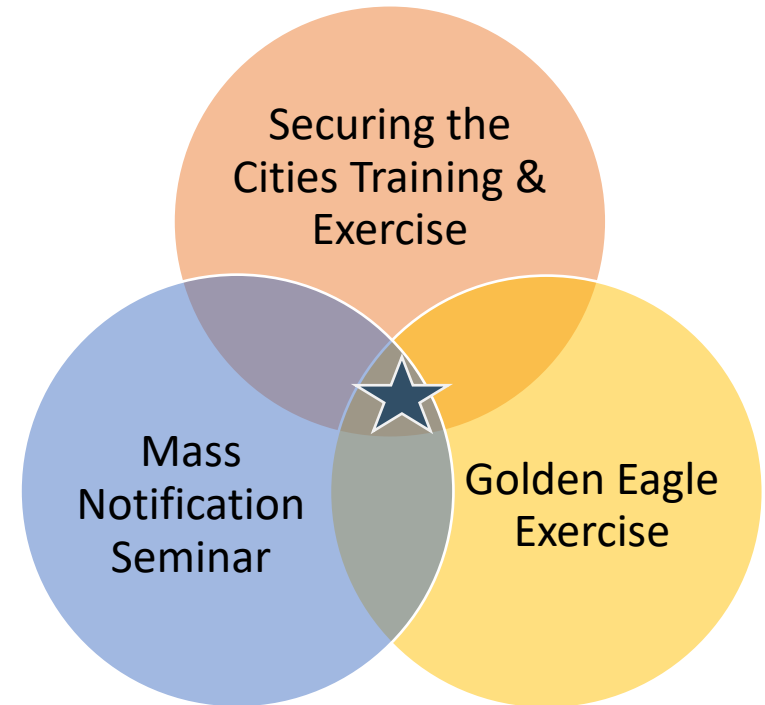
Key Features

- **November 3rd** – Golden Eagle Exercise

- **November 4th** – Mass Notification Seminar

- **November 5th** – Mass Notification Seminar, Securing The Cities Drill

Sign up to receive Summit updates!

https://www.surveymonkey.com/r/2021_UASI_Summit

Golden Eagle Exercise Planning Update

Multi-Discipline Regional Coordination Exercise

- Focus Areas:

    - Critical Transportation

    - Logistics for life sustaining commodity distribution

- Pre-Exercise Training:

    - Visit www.BATEP.org for EOC, C-POD management, logistics, public information, community preparedness, and more training opportunities!

- Participation:

    - Cal OES & state agencies confirmed

    - 7 Operational Area Initial Planning Meetings conducted

    - Transit agency coordination via MTC

Golden Eagle Exercise Components

11
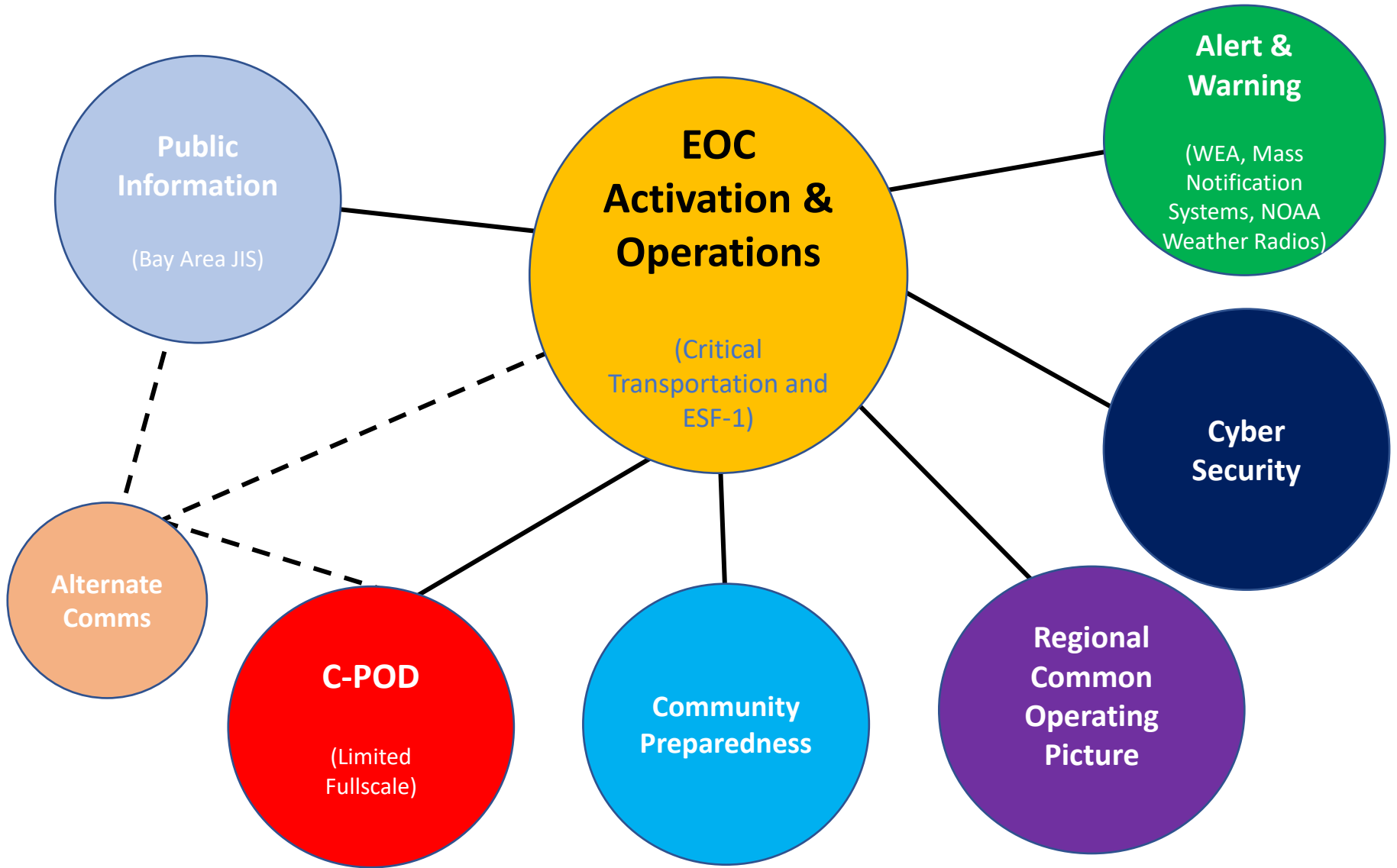
BATEP Program Management

Next Steps

- RFQ for expanded pool of training & exercise vendors

- Adapt to post COVID training environment

- Listen to our stakeholders

- Continue coordinating across programs

Contact

BAUASI

Corinne Bartshire   (415) 861-9005

BATEP Program Manager

Corinne.Bartshire@sfgov.org

BAUASI

Wendy Suhr   (415) 680-6271

BATEP Project Manager

Wendy.suhr@sfgov.org

13

Bay Area Training & Exercise Program Update

Board Comments

Bay Area Training & Exercise Program Update

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item

Risk Management Program Update

\To: **Bay Area UASI Approval Authority**

From: **Amy Ramirez, UASI Risk Management Project Manager**

Date: **June 10, 2021**

Re: **Item 8: Risk Management Program Update**

Staff Recommendation:

No recommendation

Action or Discussion Items:

Discussion

Background:

A risk and capability-based methodology to allocate UASI funds is required by the Department of Homeland Security and is mandated in the Bay Area UASI Approval Authority Bylaws. The Bay Area UASI's Risk Management Program serves as an annual review which includes data input, validation, assessments, and reporting to support decision-making and guide grant spending.

Discussion:

Regional Project Manager, Amy Ramirez, will provide an update on the Risk Management Program activities, including the 2021 update to the Threat & Hazard Identification and Risk Assessment (THIRA) and State Performance Review (SPR). Jason Carroll, Haystax Director of Public Sector Programs, will provide an overview of options available to Bay Area jurisdictions provided by updates to the Statewide Risk Management contract. Appendix A is an accompanying PowerPoint presentation.

Next steps:

The next step in the 2021 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.

Bay Area UASI

2021
Bay Area UASI
Risk Management Program
Update

June 10, 2021

2021 Risk Management Timeline

2021 Activities

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

County Asset Risk
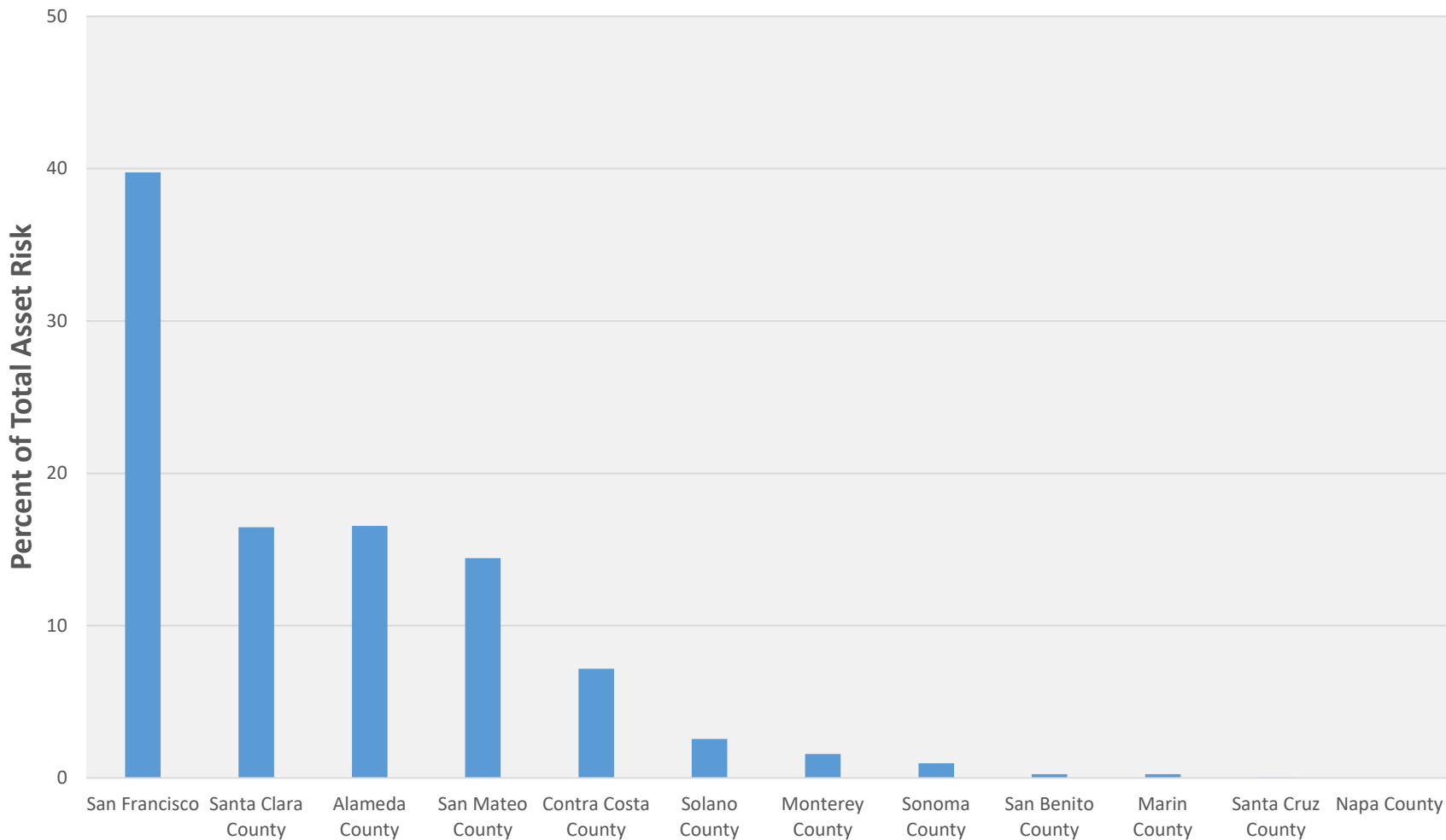
Next Steps

- June
  - ➢ Focused meetings with SMEs

- July - October
  - ➢ Validate SPR input
  - ➢ Work with UASI PMs to improve metrics/measures

- November
  - ➢ Present THIRA/SPR to Approval Authority

- December
  - ➢ Submit THIRA/SPR to FEMA

Cal COP

California Common Operating Picture for Threat Awareness (Cal COP)

- Cloud-based, data sharing platform

- Enables urban areas, state agencies, and fusion centers to:
  - Measure, model, and prioritize risks
  - Optimize resource allocation
  - Develop strategic operational, & real-time risk plans, reports and decisions

- Layers assets & assessments with threat and hazard information to create a common risk awareness picture in real-time

Core Use Cases

- Statewide threat awareness common operating picture

- Critical infrastructure asset management, with threat and vulnerability assessments

- Regional/statewide situational awareness and Real-time Incident Management

- Special Event Management

- Mobile Field Reporting and Assessment

- Notifications & Alerts

Cal COP Key Benefits

- Integrates web and mobile app for on-scene reporting and data access

- Allows third-party feeds and map layer imports
  - Examples: Calls for Service, AVL, WebEOC, 311, SARs, etc.

- Secure cross discipline information sharing and collaboration
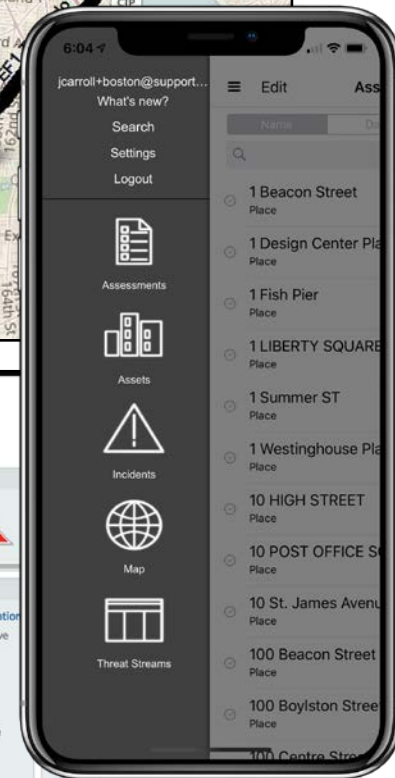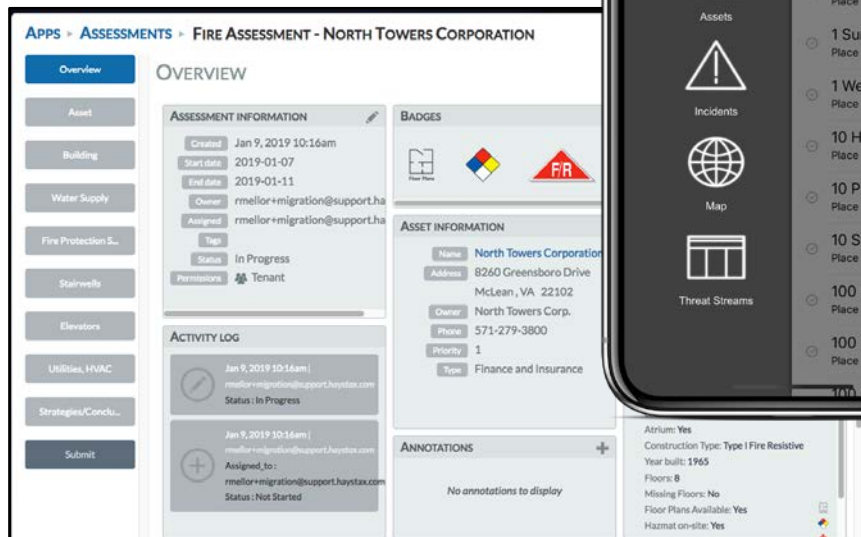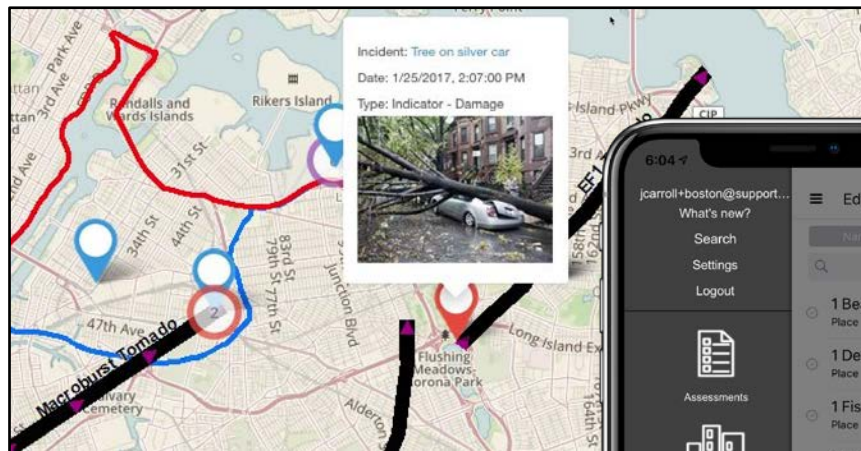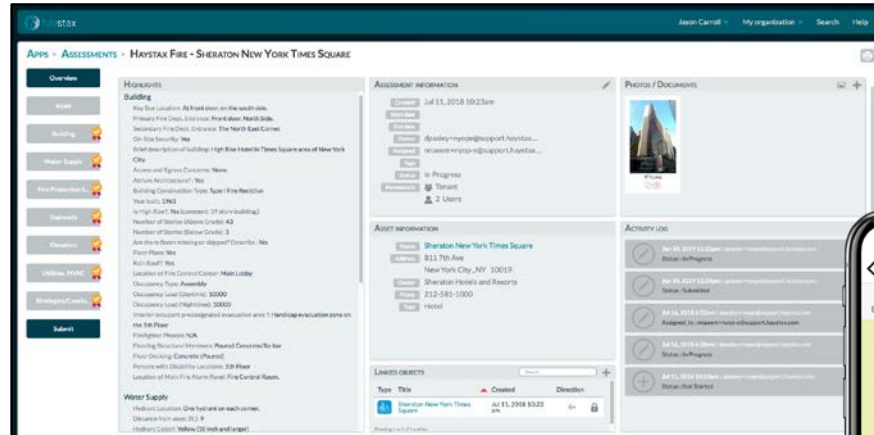
Cal COP Applications

- Assets
- Assessments
- Incidents
- Field Reports
- Special Events
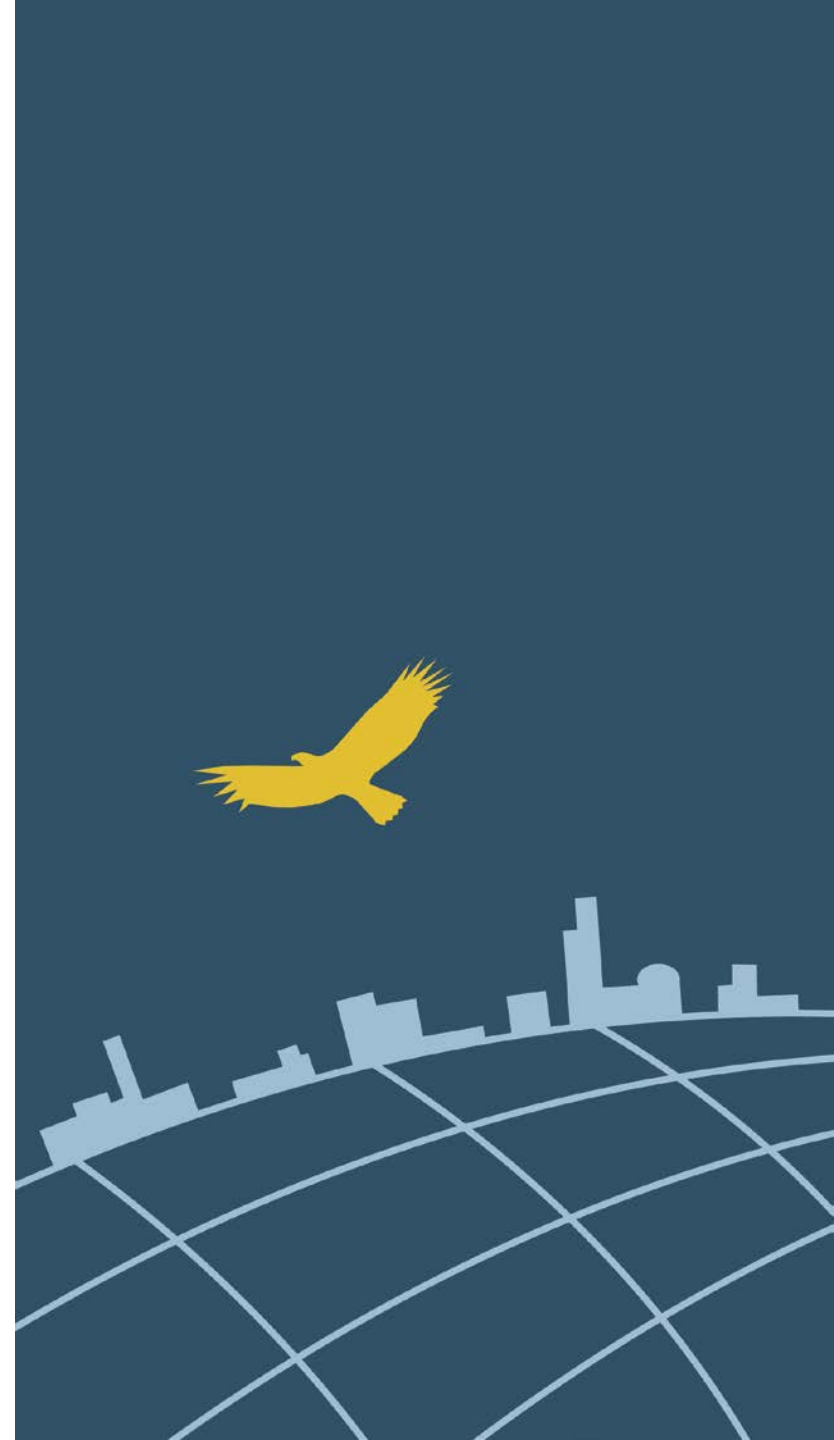- Threat Streams
- Timeline
- Map
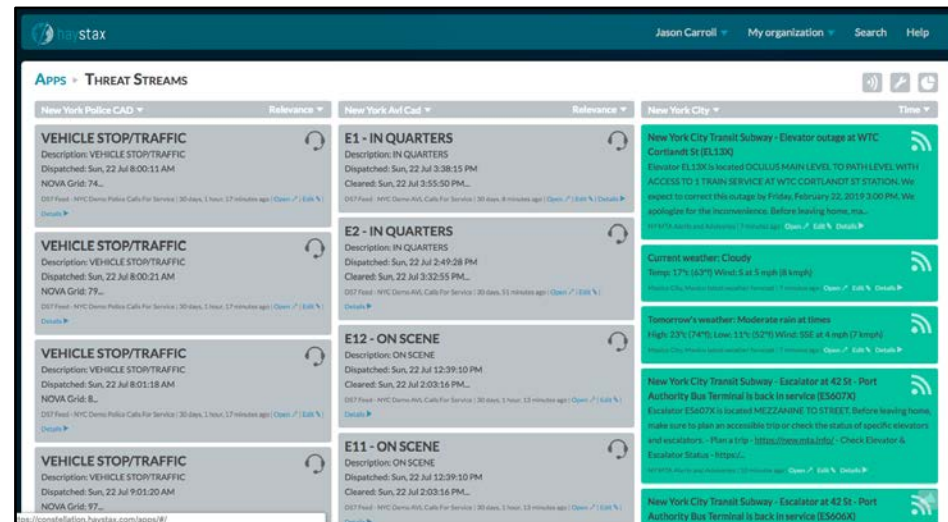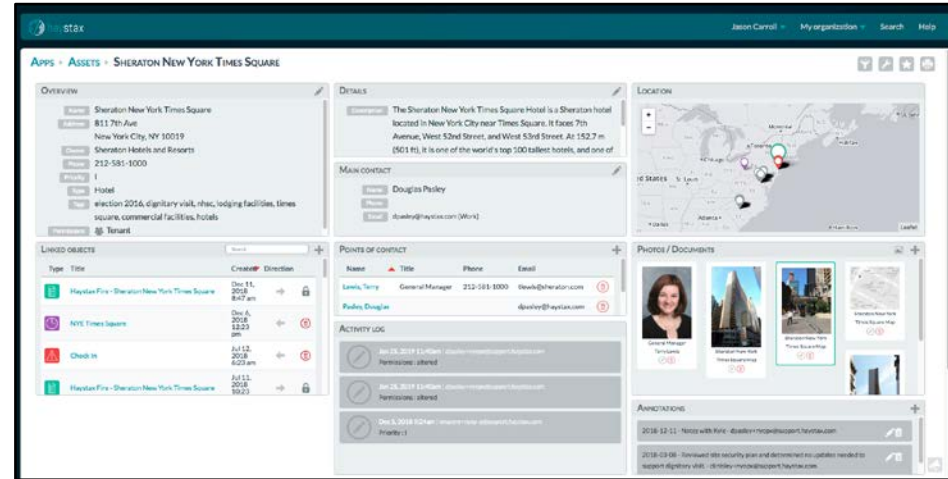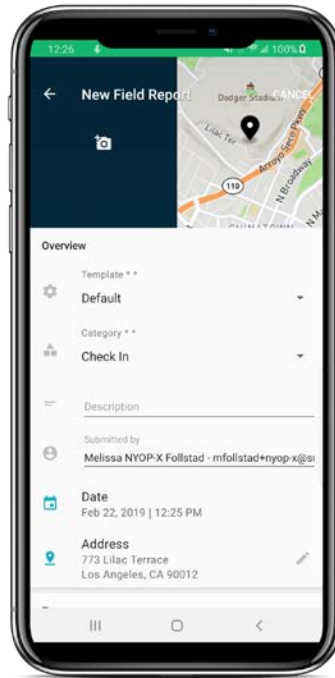
Cal COP Recent Use Cases

- Quick Assessments
  - Election Sites, Supply Chain, Healthcare, and Schools

- POD / Vaccination Sites

- Multi-Discipline Daily Operations Field Reporting

- Drug Seizure Notifications
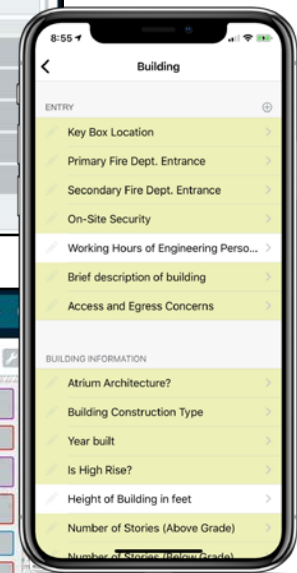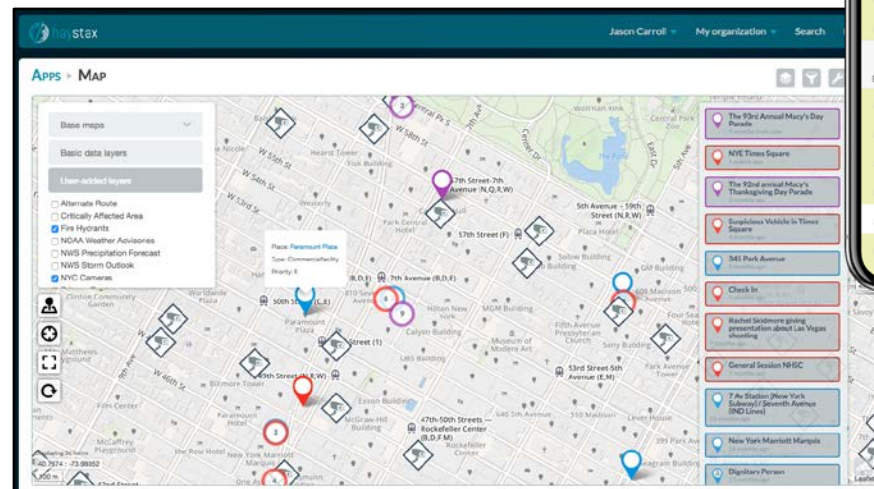
For questions contact:

Amy Ramirez
amy.ramirez@sfgov.org
415-412-8313

Thank you.

Risk Management Program Update

Board Comments

Risk Management Program Update

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item.

BayRICS Program Update

To: **Bay Area UASI Approval Authority**

From: **Corey Reynolds, BayRICS General Manager**

Date: **June 10, 2021**

Re: **Item 9: BayRICS JPA Quarterly Report**

Staff Recommendation:

No recommendation

Action or Discussion Items:

Discussion

Discussion:

BayRICS General Manager Corey Reynolds will provide a quarterly report on the strategic initiatives, progress, and future goals of the BayRICS Authority. The attached Appendix A is a PowerPoint presentation summarizing the highlights of the report.

BayRICS Quarterly Update

Bay Area UASI Approval Authority

June 10, 2021

Public Safety Voice Communications Interoperability
Radio Operators Advisory Group

- Tactical Interoperable Communications Plan (TICP) Update and Mobile App

- Annual System Key Exchange

- New California DOJ encryption requirements

- Training and exercise

Public Safety Broadband Interoperability
Regional Public Safety Broadband Work Group

- Enhance regional coordination on:
  - Public safety broadband technologies and networks
  - Regional policies and governance
  - Interoperability
  - Training
- Identify and oversee regional public safety broadband projects
- Share lessons learned and best practices

3

FirstNet®

New and Enhanced Features

- **5G** on the FirstNet core
- Tower-to-core **encryption**
- **High Power User Equipment**
- **Z-Axis** Location-Based Services
- **LMR Interoperability** with FirstNet Push-to-Talk

Adoption, Buildout, and Coverage

- **2.2M+** network connections
- **16,000+** public safety agencies subscribed
- Buildout is **90% complete** (~99% of population covered)
- **100+** apps in FirstNet App Catalog
- **76** dedicated deployable network assets, including 3 Flying COWs and 1 Aerosat blimp

Congressional Actions

- American Rescue Plan Act

- Leading Infrastructure for Tomorrow's America Act (LIFT)

- Emergency Reporting Act

FCC Actions

- T-Band

- 4.9GHz Rulemaking

- 6GHz Unlicensed Use

- Improving 911 Reliability

SAFECOM Guidance on Emergency Communications Grants

Fiscal Year 2021

U.S. Department of Homeland Security
Cybersecurity and Infrastructure Security Agency

Questions?

Corey Reynolds
BayRICS General Manager
corey.reynolds@bayrics.net
(925) 803-7882

BayRICS Program Update

Board Comments

BayRICS Program Update

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item.

NCRIC Threat Briefing

To: **Bay Area UASI Approval Authority**

From: Mike Sena, Executive Director NCRIC

Date: June 10, 2021

Re: Item 10: NCRIC Cyber Threat and Critical Infrastructure Protection Briefing

Recommendations:

No recommendation

Action or Discussion Items:

Discussion

Discussion/Description:

NCRIC Executive Director Mike Sena will present a threat briefing on Cyber Threats and Critical Infrastructure Protection.

In the first half of 2021, nationwide Microsoft Exchange Server and Pulse Secure VPN vulnerabilities turned everyday IT technicians into cyber threat hunters. Existing NCRIC connectivity with law enforcement and municipal and county government IT practitioners allows efficient identification of new victims in such large scale incidents. NCRIC consistently works with these partners through Biweekly Cyber Threat calls and the UASI/NCRIC Cyber Resilience Workgroup to maintain awareness, offer mitigation options and coordinate access to remediation resources in the event of a cyber incident.

In addition to supporting local victims in remediating large scale incidents, the NCRIC Cyber Security Team handled 54 Cyber Suspicious Activity Reports (Cyber SARs) in the first half of 2021. Incident types show ransomware, business email account compromise, and denial of service conditions most impacted victim organizations in the NCRIC Area of Responsibility (AOR). Email-based attacked remained the most common infection vector, with social engineering tactics targeting executives and multiple victims across critical infrastructure sectors. This briefing will highlight how ransomware infections have become synonymous with data breaches, local critical infrastructure incidents tied to national cyber threats, the consequences of a lapse in vendor supply chain security, and measures for mitigating denial of service conditions against communications assets.

NCRIC Threat Briefing

Board Comment

NCRIC Threat Briefing

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item.

Reallocation of Grant Funds

To: **Bay Area UASI Approval Authority**

From: **Tristan Levardo, CFO**

Date: **June 10, 2021**

Re: **Item 11: Reallocation of Grant Funds**

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 11 - Appendix A illustrates the pertinent budget changes for the six months ended May 31, 2021.

Reallocation of Grant Funds (less than $250K)

For the Period November 1, 2020 through May 31, 2021

Jurisdiction	UASI	Project, Solution Area	Project Categories	Initial Allocation	Reallocation	Cumulative Change	Justification
Oakland	FY19	9 - Equipment	Strategic stockpile and equipment purchases	100,000	-	(100,000)	Repurposing of allocation to EOC Communications
Oakland	FY19	9 - Equipment	Operational Communication: Infrastructure Enhancement & Support	85,710	185,710	100,000	Existing EOC Communications infrastructure is over 10 years old and failing and requires additional funding
San Jose	FY19	7 - Organization	Resources & Community Coordinator	115,404	82,223	(33,181)	Salary Savings due to COVID activation
San Jose	FY19	9 - Organization	Mass Care Coordinator	212,216	124,424	(87,792)	Salary Savings due to COVID activation
San Jose	FY20	4 - Equipment	FirstNet Connectivity		120,973	120,973	Secure correct antenna and cables to meet fire department requirements to make Firstnet system complete
San Francisco	FY19	3 - Equipment	Cybersecurity for DEM		16,825	16,825	To cover the maintenance cost of the Trend Micro Deep Discovery Inspector
San Francisco	FY19	4 - Equipment	DEM Information Sharing	100,000	91,588	(8,412)	Repurposing savings into the Cybersecurity project
San Francisco	FY20	4 - Equipment	Cybersecurity Upgrade - Fire Network	200,000	191,587	(8,413)	Repurposing savings into the Cybersecurity project
			Grand Total for UASI Reallocation	813,330	813,330	-	

Reallocation of Grant Funds

Board Comment

40

Reallocation of Grant Funds

Public Comment*

* Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item.

Announcements
Good of the Order

General Public* Comment

*Persons addressing the Approval Authority may only address matters within the Approval Authority's jurisdiction and that have not appeared elsewhere on the agenda for this meeting.

Adjournment

Thank You