



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Craig Dzedzic UASI General Manager 8 am – 5 pm	Goal 1 Develop a Regional Risk Management and Planning Program	<ul style="list-style-type: none"> • Provide region-wide leadership and administration of all grant initiatives in federal homeland security grants, in direct support of the homeland security strategies approved by the Approval Authority, awarded to the Bay Area Region. 	<ul style="list-style-type: none"> • Execute Bay Area regional strategies and initiatives that align with Federal and State policies, goals and strategies. 	25%
		<ul style="list-style-type: none"> • Select, direct and manage a Management Team to support the Approval Authority and the BAUASI region's initiatives and projects, and make reasonable efforts to balance regional representation on the Management Team within budget. 	<ul style="list-style-type: none"> • Develop, initiate, and implement division goals, objectives, policies/procedures, and priorities to determine service levels and resource allocations • Direct the allocation of resources to achieve timely outcomes and measurable goals within budget; implement annual work plans and programs to meet emerging or new programs, while continuing to address major organizational goals, objectives, and priorities. 	25%
		<ul style="list-style-type: none"> • Monitor, supervise, and/or coach the assistant GM, the regional project manager, the Chief Financial Officer, and two Emergency Services Coordinators to align the performance and skill set of the Management Team with the goals of the organization. 	<ul style="list-style-type: none"> • On a weekly basis, monitor the efficiency and effectiveness of the organization structure, staff assignments, service levels and administrative systems; identify and analyze opportunities for improvement and implement improvements. • Develop, implement, and manage a working budget, organization chart, and annual work plan, for the 	15%



		<ul style="list-style-type: none"> • Communicate regularly with executive-level management regarding the organization's activities and coordinate and represent the organization before legislative boards, committees, outside organizations, and governmental organizations. • Attend BAUASI quarterly meetings to implement best practices and state-wide preparedness goals and initiatives. • Conduct weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • On a monthly basis, schedule and meet with individual members of the approval authority, advisory group, and other regional stakeholders to enhance working relationships. 	<p>BAUASI organization.</p> <ul style="list-style-type: none"> • Coordinate, collaborate, and implement policies, procedures, and regulations of the San Francisco Dept. of Human Resources, including complying with specific union agreements and MOUs. • Work with the Chair of the Approval Authority to prepare agendas, minutes, and quarterly staff reports for the monthly Approval Authority meetings pursuant to the Bylaws of the Master MOU. • Work with the Coalition of California UASIs (CCUs), the NCRIC, Cal OES and other state/local agencies and departments to develop, enhance, and implement regional and statewide initiatives involving data sharing (California Common Operating Picture - CalCOP), cyber security, and risk management. Chair the quarterly meetings of the CCU. 	<p>15%</p> <p>10%</p> <p>10%</p>
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Catherine Spaulding Assistant General Manager	Management and Administration	<ul style="list-style-type: none"> • Developing, reviewing and implementing plans, protocols, goals, and strategies • Supervising, training, assigning, and evaluating the activities of division personnel • Monitor programmatic and financial management activities, and identify and analyze opportunities for implementing efficiencies and improvements 	<ul style="list-style-type: none"> • Ensure compliance with MOUs, bylaws, and any policies and procedures established by the Approval Authority • Up to date understanding of DHS funding and priorities • Performance plans and appraisals • In house training plan and implementation of plan • Organization chart • Updated Management Team Administrative Policies and Procedures • Updated Grants Policies and Procedures 	25%
	Develop a regional risk management program	<ul style="list-style-type: none"> • Direct project managers responsible for the development and coordination of the Bay Area UASI regional risk management program • Direct program/project managers as they work with stakeholders to review goals, strategies, and analyze gaps in capabilities • Determine regional target capability levels to meet specific performance requirements • Oversee tasks associated with application for and distribution of grant funds and programs and ensure 	<ul style="list-style-type: none"> • Effective communication to stakeholders on risk management and planning program and activities • Risk cycle kick off meeting • Capability assessment • Gap analysis report • THIRA • Updated Bay Area Homeland Security Strategy • Allocation and policy priorities • Project proposal and prioritization process documented and implemented 	75%



		<p>compliance with applicable federal and state grant requirements</p> <ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects and programs • Work with Advisory and Working Groups, as well as appropriate Bay Area stakeholders to obtain input and make recommendations to the Approval Authority 	<ul style="list-style-type: none"> • Relevant plans and timelines • IJs • UASI grant application • Deliverable milestones met on projects • Project plans, MOUs, and consultant contracts successfully implemented • Budget and spending tracking • Regular participation and report outs at Working and Advisory Group meetings as well as Approval Authority meetings 	
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Mary Landers Regional Grants Manager SFDEM 8 am – 5 pm San Francisco	Goal 3 Strengthen Communications and Interoperable Communications	Compliance <ul style="list-style-type: none"> • Technical lead on all compliance requirements • Provide support and build capacity of program and finance staff on compliance requirements. 	<ul style="list-style-type: none"> • Manage contractors and project staff to ensure compliance with contractual parameters and alignment with grant guidelines and conduct evaluation of contractors; 	40%
	Goal 6 Strengthen Planning and Citizen Preparedness	<ul style="list-style-type: none"> • Design/implement at least 1 training on compliance requirements for staff. • Coordinate updates to policies and procedures documents. • Keep staff apprised of FEMA updates 	<ul style="list-style-type: none"> • Attend working group meetings as necessary to monitor and evaluate the effectiveness and efficiency of the program's service delivery system, identify and recommend alternative approaches or improvements; 	10%
	Goal 7 Enhance Recovery Capabilities	Grant Applications <ul style="list-style-type: none"> • Prepare and submit IJs • Prepare and submit grant applications • Research new grant funding streams and spearhead grant application process. 	<ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects to ensure jurisdictions are compliant with grant guidelines and meeting their performance milestones and deliverables; 	10%
		Outreach and Writing <ul style="list-style-type: none"> • Lead on Annual Report • Prepare legislation and supporting documentation for submittal to the Board of Supervisors. • Work closely with DEM representative to provide additional information/clarification as needed. • Work and assist w/ special projects as needed Finance and Program Backfill <ul style="list-style-type: none"> • Fiscal backfill and as needed 	<ul style="list-style-type: none"> • Coordinate with State and Federal agencies and UASI sites to share best practices; and <ul style="list-style-type: none"> • Prepare grant applications and written status reports, 	10%

		<p>support</p> <p>Supervision</p> <ul style="list-style-type: none"> • Manage and coach 8600 and 8601 during weekly one on one meetings • Perform Mid Year and Annual Reviews • Ensure accountability of assigned tasks <p>Special Projects</p> <ul style="list-style-type: none"> • On an as needed basis be prepared to draft and develop RFPs, RFIs, or contracts • Manage vendors to ensure successful and timely completion of projects within grant performance periods • Provide backfill in a Project Manager capacity in an as needed basis. 	<p>provide oral presentations and briefings to local and regional emergency management groups, Advisory Groups, Approval Authority, and local, state, and Federal agencies, prepare legislative documents, and maintain all records associated with project activities.</p> <ul style="list-style-type: none"> • Manage and coach 8600 and 8601 to ensure accountability of assigned tasks- including conducting annual performance reviews. • Prepare meeting agendas and conduct working group meetings as necessary. 	<p>15%</p> <p>5%</p> <p>10%</p>
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Tristan Levardo Chief Financial Officer 8 am – 5 pm San Francisco	Goal Management and Administration	<ul style="list-style-type: none"> Oversee the financial administration of HLS grants and the financial operations of the Bay Area UASI. 	<ul style="list-style-type: none"> Comply with reporting requirements by submitting on time accurate Financial Workbook, cash requests, program status reports, and budget reports. 	25%
		<ul style="list-style-type: none"> Direct the day-to-day operations of the Grants Management Unit in support of the Bay Area UASI mission and goals. 	<ul style="list-style-type: none"> Implement funding allocation and program plans in accordance with grant guidelines. 	20%
		<ul style="list-style-type: none"> Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. 	<ul style="list-style-type: none"> Develop policies and procedures to implement grant management objectives per grant management guidelines. 	15%
		<ul style="list-style-type: none"> Attend local/ regional stakeholder meetings to implement best practices and state-wide preparedness goals and initiatives. 	<ul style="list-style-type: none"> Create reports for AA including project status reports, travel expense reports, etc. 	10%
		<ul style="list-style-type: none"> Participate in weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. 	<ul style="list-style-type: none"> Over see activities of Post Audit, Single Audit, and other state and Federal audits. 	10%
		<ul style="list-style-type: none"> Provide fiscal and accounting support as well as technical assistance to UASI 	<ul style="list-style-type: none"> Oversee monitoring of sub recipient activities in compliance with grant provisions, and generate meaningful monitoring reports. 	15%
			<ul style="list-style-type: none"> Issue accurate and timely MOUs and LOAs. 	5%

		<p>management team, and regional and local partners.</p> <ul style="list-style-type: none">• Oversee and coordinate the audit of grant accounting transactions including Single Audit, Post Audit and granting agency site reviews.• Oversee monitoring activities of regional and local jurisdictions in compliance with applicable grant guidelines.• Oversee completion of MOUs and LOAs		
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Janell Myhre SF DEM 9:00am – 6:00pm	Goals 1 - 8	Work with GM and AGM to lead the UASI Management Team in best serving the Bay Area through building local and regional capabilities as related to the Bay Area UASI regional program goals.	<ul style="list-style-type: none"> • Oversee and coordinate Regional Project Manager(s) workload to achieve project management and monitoring goals. • Work with CFO to ensure UASI grant fiscal goals and objectives are coordinated with project management activities. • Lead Bay Area project proposal and selection process. • Coordinate efficient presentations to UASI Approval Authority, Advisory Group and Workgroups. • Provide All Hazards expertise to UASI Management Team efforts. 	65%
		Support Bay Area jurisdictions with UASI project management coordination.	<ul style="list-style-type: none"> • Provide guidance and support to Regional Project Managers in assisting Bay Area jurisdiction's staff to complete projects through project monitoring and contractor management. • Attend Bay Area regional meetings, as needed. • Provide outreach and work directly with Bay Area jurisdictions, as needed. 	15%



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		Implement best practices to strengthen regional relationships in order to coordinate and improve the development of UASI programs.	<ul style="list-style-type: none"> • Engage with CalOES State and Coastal Region staff to coordinate Bay Area region efforts. • Work with CalOES Region II MARAC meetings to coordinate information with CalOES Coastal Region and Bay Area OAs. • Engage and coordinate with Bay Area regional agencies and organizations, as needed. • Engage and coordinate with FEMA Region IX, as needed. 	15%
		Remain current in UASI and RCPGP national program standards.	<ul style="list-style-type: none"> • Coordinate with other UASI and RCPGP sites in the country to engage in national information sharing on current program and project development and standards. 	5%



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<p>Bruce Martin CBRNE Project Manager Independent Contractor 16-20 hours per week</p>	<p>Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities</p>	<p>Administration and Management of UASI CBRNE Initiative</p> <ul style="list-style-type: none"> • FY 2013 and FY 2014 grant years– Provide guidance and assistance in finalizing all CBRNE projects and all records and documents pertaining to Project D • Assist in the development and implementation of FY 2014, MOUs; • Host monthly work group meetings, provide monthly agenda, and minutes. • Maintain constant communication with sub-recipient project leads for project monitoring, status updates and assistance. • Prepare annual, quarterly and monthly reports as needed. • Attend Approval Authority and Advisory Group Meetings • Attend weekly UASI staff meetings and report out on CBRNE project status. 	<ul style="list-style-type: none"> • Coordinate and manage working group meetings and ensure appropriate SMEs are present to vet project proposals as necessary; • Prepare Attachment A of the MOU's for sub-recipient approval; • Prepare agendas and minutes for CBRNE working group and post to UASI website; • Provide guidance to sub-recipients to ensure compliance with grant guidelines and ensure that they are meeting performance milestones for deliverables; • Prepare written reports, provide oral presentations and briefings to Approval Authority and Advisory Group 	<p>50%</p>

		<p>Bay Area RND Project</p> <ul style="list-style-type: none"> • Project Chair 	<p>as necessary;</p> <ul style="list-style-type: none"> • Work with consultants and other members of staff to provide information on various reports; • Facilitate meetings • Hold working groups accountable • Liaise with DHS DNDO, LLNL, Sandia SMEs and support • Brief AA, agencies, staff as needed 	<p>50%</p>
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<p>Corinne Bartshire Resilience and Recovery Regional Project Manager</p> <p>Bay Area UASI</p> <p>8:00 am – 5:00 pm M-F SF</p>	<p>Goal 6 Strengthen Emergency Planning and Citizen Preparedness Capabilities</p> <p>Goal 7 Enhance Recovery Capabilities</p>	<p>Project Manager for resilience and recovery projects:</p> <ul style="list-style-type: none"> • Manage contracts for resilience and recovery projects 	<ul style="list-style-type: none"> • Manage procurement process, including developing RFPs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, and preparing recommendations for contract awards. • Serve as contract and project manager, working closely with the selected contractor and stakeholders throughout the region to ensure deliverables are completed well and on time. 	20%
		<p>Yellow Command Urban Shield Exercise:</p> <ul style="list-style-type: none"> • Exercise Director • Manage exercise planning team • Manage contract for exercise design and conduct 	<ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight to ensure regional OES plans and operations are effectively tested and coordinated with Urban Shield objectives, CalOES authority and bay area OA goals. • Work with Urban Shield exercise staff to effectively manage contractor to meet HSEEP and grant guidelines. • Work with Urban Shield, FEMA IX, Cal OES and bay area OAs to develop long term planning strategies to support sustainment of Yellow Command operations. 	40%
		<p>Manage coordination of bay area RCPGP/ Cal OES/ FEMA IX Catastrophic Plan integration</p>	<ul style="list-style-type: none"> • Actively participate and coordinate in the Bay Area Catastrophic Earthquake Response Plan rewrite through attendance at planning meetings, 	30%



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			<p>contribution of existing Bay Area plan content, and review of drafts.</p> <ul style="list-style-type: none"> • Serve as contract and project manager, working closely with the selected contractor to ensure plan integration represents bay area content effectively and deliverables are completed well and on time 	
		<p>Convene and/or attend advisory and/or working groups as necessary, representing Bay Area UASI to ensure region-wide communication and participation in community preparedness and recovery related projects.</p>	<ul style="list-style-type: none"> • Chair the Regional Catastrophic Planning Team (RCPT) Work Group. Coordinate and oversee related subcommittees and sub workgroups to effectively engage and include bay area input into UASI projects. • Represent BAUASI in meetings related to regional projects, policies, or procedures. These may include Mutual Aid Regional Advisory Committee (MARAC), Public Private Partnership advisory committees, California Emergency Services Association (CESA), and other stakeholder groups as appropriate. 	<p>10%</p>



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<p>David Frazer Risk Management & Information Sharing Project Manager</p> <p>Sonoma County Fire & Emergency Services</p> <p>7:30 am – 4:30 pm M/T SF 7:30 am – 4:30 pm W/Th/F Sonoma County FES</p> <p>Unless facilitating working groups, workshops, project planning, or other meetings</p>	<p>Goal 1 Develop a Regional Risk Management and Planning Program</p> <p>Goal 2 Enhance Information Analysis and Infrastructure Protective Capabilities</p>	<p>UASI Lead project manager for Threat and Hazard Identification and Risk Assessment (Goal#1)</p> <ul style="list-style-type: none"> • Facilitate and coordinate the Risk Validation Workshops, manage the PCII certification/audit process, and coordinate NCRIC final review and validation of the data • Provide Project Management Lead to coordinate revisions to Measures & Metrics for Core Capabilities. • Schedule capabilities assessment workshops, engage SME to assist in the assessment process, and review the risk analysis and capability relevance information • Review risk reports and gap analyses and facilitate briefings in hubs or operational areas, and core cities • Provide UASI Project Management support and direct contract 	<ul style="list-style-type: none"> • Manage procurement process, including , developing RFPs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, and preparing recommendations for contract awards; • Prepare Appendix A of MOU's for sub-recipient approval; • Manage contractors to ensure compliance with contractual parameters and alignment with grant guidelines and conduct evaluation of contractors; • Coordinate and manage working group meetings ensuring the required stakeholders and SME are included in the meetings to obtain input, serve as the liaison between these groups to ensure regional coordination and collaboration, and prepare and post meeting minutes; • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects to ensure jurisdictions are compliant 	<p>5%</p> <p>25%</p> <p>15%</p> <p>25%</p> <p>15%</p>



		<p>oversight to the Fusion Center and provide liaison between the Fusion Center and UASI Management Team for the Risk Management initiative</p> <ul style="list-style-type: none"> • Provide Project Management support to the regional partners in the gap analysis and capabilities assessment and assist with Executive Briefings on regional risk and threat • Facilitate the Bay Area Information Sharing Systems (BAISS) meetings • Facilitate the Regional ALPR Focus Group and Cyber Focus Group meetings • Provide project management support to regional partners for Information sharing through technical solutions such as RMS to RMS and ALPR • Provide RAC support for the North Bay Hub 	<p>with grant guidelines and meeting their performance milestones and deliverables;</p> <ul style="list-style-type: none"> • Prepare written status reports, provide oral presentations and briefings to local and regional emergency management groups, Advisory Groups, Approval Authority, and Federal and State agencies, and maintain all records associated with project activities; and • Provide support for North Bay Hub Planner to include asset management, capabilities assessment and gap analysis. 	<p>10%</p> <p>5%</p>
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<p>Dennis Houghtelling</p> <p>Exercise and Training Program Manager</p> <p>Alameda County Sheriff's Office</p> <p>8 am – 5 pm T SF M, W-F</p>	<p>Goal 8</p> <p>Enhance Homeland Security Exercise, Evaluation and Training Programs</p>	<p>Administer and manage the Regional Training and Exercise Program</p> <ul style="list-style-type: none"> • Maintain a multidisciplinary Training and Exercise Team • Revise/update the Multi-Year Regional Training and Exercise Plan as necessary. Prepare for the development of a new Multi-Year Training and Exercise Plan in early 2015. • Meet, as needed, with the Regional Training and Exercise policy level Executive Steering Committee of executive level managers and administrators to obtain input on region-wide training and exercise priorities as they relate to Homeland Security • Analyze all existing and relevant training plans and priorities and present findings to the Executive Committee to receive input, priorities, and direction, and recommend and implement alternative delivery models for efficient and effective implementation of training and exercises • Lead, facilitate, and execute a regional full-scale exercise (Urban Shield) and coordinate other regional exercises • Sustain the assimilation of the Regional Catastrophic exercise component (Yellow Command) into Urban Shield 	<ul style="list-style-type: none"> • Plan, monitor, evaluate, and manage the day-to-day operations of the Regional Exercise and Training Program 	25%
			<ul style="list-style-type: none"> • Manage the implementation of the Multi-Year Regional Training and Exercise Plan and coordinate the activities of the Regional Overhead Planning Team 	10%
			<ul style="list-style-type: none"> • Formulate and implement policies and procedures to ensure that the performance of training and exercise activities are in compliance with all UASI grant guidelines and requirements 	15%
			<ul style="list-style-type: none"> • Monitor the work of and coach subordinates to improve performance 	10%
			<ul style="list-style-type: none"> • Oversee the development of MOUs, contracts, and agreements with other jurisdictions and/or vendors 	10%
			<ul style="list-style-type: none"> • Develop and maintain financial management plans and policies that govern the expenditure of grant funds on 	10%



	<p>Goal 1 Develop a Regional Risk Management and Planning</p>	<ul style="list-style-type: none"> • Continue in the development of a Regional Overhead Planning Team (REOPT) for Urban Shield • Produce After Action Reports (AAR) for Regional Exercises, and ensure that Improvement Plans and performance gaps are identified for future funding by UASI • Establish methodologies for assessing, evaluating and measuring the effectiveness of UASI funded projects, equipment, and plans • Prepare monthly reports and produce a FY 2014 Regional Training and Exercise Annual report that contains a summary of training and exercise activities and accomplishments of the FY 2014 grant cycle • Prepare and manage annual budget, file reimbursement requests on a quarterly basis, and provide and maintain required supporting documentation. Serve as the East Bay Hub Liaison and assist the East Hub Planner in the execution of the East Bay Hub planning process. Assist in the coordination of activities of the East Bay Hub as deemed appropriate by UASI Management • Continue to facilitate the presentation of various courses, presented by the National Training Consortium, to the members in the Bay Area UASI Region • Issue a new RFP and conduct a 	<p>training and exercise activities, and the reimbursement of grant funds to the region</p> <ul style="list-style-type: none"> • Maintain all records, including AAR/IPs, prepare periodic reports and recommendations to the Bay Area UASI Management Team, Advisory Group, and Approval Authority, and prepare information for the annual report • Serve as a liaison to local, state, and federal agencies, private sector partners, and non-governmental agencies 	<p>5%</p> <p>5%</p> <p>5%</p>
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	Program	<p>process to establish a new 3-year multi-vendor contract, which will serve multiple disciplines</p> <ul style="list-style-type: none">• Assist the UASI Risk Management Project Manager in the Threat and Hazard Identification process• Assist in the promulgation of the concepts contained in the 31 Core Capabilities to the Training and Exercise Workgroup and to the Region.		5%
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Eric Shanks Medical and Public Health Project Manager Oakland Office of Emergency Services 9am-5pm Tuesday and Friday	Goal 5 Goal 5-Medical and Public Health	<ul style="list-style-type: none"> • Manage contracts for Medical and Public Health projects: 	<ul style="list-style-type: none"> • Manage procurement process, including developing RFPs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, and preparing recommendations for contract awards. • Serve as contract and project manager, working closely with the selected contractor and stakeholders throughout the region to ensure deliverables are completed well and on time. 	50%
		<ul style="list-style-type: none"> • Convene advisory and/or working groups as necessary, and attend meetings representing the division/department to ensure region-wide communication and participation in health, community preparedness and recovery related projects. 	<ul style="list-style-type: none"> • Represent BAUASI in meetings related to regional projects, policies, or procedures. • Attend the following regional workgroups, providing updates as needed: • Association of Bay Area Health Organizations (ABAHO) – Public Health Preparedness monthly work group • Bay Area Mass Prophylaxis Working Group (BAMPWG) monthly work group • Medical Health Operational Area Coordinator (MHOAC) quarterly work group 	
		<ul style="list-style-type: none"> • Participate in inter-departmental strategic planning, and identifying the mission, 	<ul style="list-style-type: none"> • Assist with the application for and distribution of federal and/or state grants. • Provide regional coordination, 	5%



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		<p>goals, and objectives of the UASI grant program, with a focus on integrating public health, community preparedness priorities into BAUASI projects and programs.</p>	<p>monitoring, management, and oversight of grant-funded projects and programs.</p>	



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<p>Captain Thomas Cleary San Francisco Police Department</p> <p>SFPD Special Operations Bureau</p> <p>9:00 a.m. – 5:00 p.m. Monday-Friday</p>	<p>Goal 1, 2</p> <p>Goal 1 – Risk Management</p> <p>Goal 2 - Information Analysis and Infrastructure Protective Capabilities</p>	<p>Managing the San Francisco Police Department’s Homeland Security Project Planning Team, developing projects to address local and regional gaps. Coordinate and monitor San Francisco Public Safety projects, including SFPD and SFFD.</p> <ul style="list-style-type: none"> • Liaison between the Bay Area UASI and the San Francisco Police Department. • Review reports produced by the Risk Assessment Center (RAC) on critical security gaps and capabilities locally and throughout the region. Coordinate and collaborate with Law Enforcement Personnel to identify and develop project proposals to address identified gaps. Be a resource and provide assistance to project managers on assigned projects. • Address capability gaps by adequately planning for large-scale local, regional, and international 	<ul style="list-style-type: none"> • Review risk assessment, security gaps and capability reports produced by the Risk Assessment Center. • Coordinate internal meetings within the San Francisco Police Department and identify and designate Department members as project managers, ensuring that projects are implemented, on time and within their budgets. • Discuss and identify regional projects related to protecting, preventing, responding, mitigating and recovering from acts of terrorism. • Facilitate the preparation of project proposals. • Present and justify project proposals to UASI based on criteria and grant guidelines. • Communicate with project managers to ensure goals, objectives, timelines and deliverables are being accomplished. • Act as a liaison between the SFPD and the Bay Area UASI Management Team. • Revise the Open Source and Law Enforcement Sensitive 	<p>50%</p>



		<p>events.</p> <ul style="list-style-type: none"> • Work with the 58 City and County of San Francisco Departments, in partnership with the Risk Assessment Center (RAC) to identify capabilities, risks and gaps in planning. • Work with the Department of Emergency Management and Digital Sandbox's Risk Assessment Center to review reports related to critical capability gaps with the 58 City and County of San Francisco City Departments and facilitate at least two workshops to assist those Departments in developing proposals to address potential gaps if applicable. This is accomplished under the direct guidance of Risk Assessment and Planning Program Manager at the Bay Area UASI. 	<p>Security Plan.</p> <ul style="list-style-type: none"> • Coordinate the development of plans produced by the 11 subcommittees (command, air operations, intelligence, water, traffic, communications, crime prevention, logistics, DOC, 1st amendment, public information officer). • Develop a comprehensive operational plan. • Develop a budget and staffing plan. • Coordinate and facilitate a monthly regional law enforcement meeting. • Attend numerous meetings related to regional events. • Attend and participate in joint training exercises. • Develop internal policies related to events. • Conduct site visits. • Meet with Law Enforcement, Security personnel, and City agency representatives. • Attend community meetings. • Ensure proper training supplied to officers. • Attend meetings related to new technology. 	<p>45%</p>
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			<ul style="list-style-type: none"> • Conduct numerous briefings related to plan. • Review risk assessment, gap and capability reports produced by the Risk Assessment Center. • In partnership with the Department of Emergency Management's Department of Emergency Services, meet and distribute a report to City Department representatives. • Facilitate discussions related to capabilities of the City, identified gaps, and strategies necessary to eliminate gaps in planning related to the City and region. • Act as a liaison between the City representatives, the Department of Emergency Management and the Bay Area UASI to propose projects addressing local and regional gaps. 	5%
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Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT</p> <p>Whole Community and Communications Project Manager</p> <p>SF DEM</p> <p>8:30am – 5:30pm</p>	<p>Goals 3 and 6</p> <p>Goal 3 – Communications</p> <p>Goal 6- Community Preparedness and Public Outreach</p>	<p>Project Manager for whole communities and communications projects, including managing projects and providing oversight to contractors</p> <p>Provide regional coordination, monitoring, management, and oversight of grant- funded projects and programs.</p>	<ul style="list-style-type: none"> • Communicate regularly with local, regional, state, and federal partners, assess and respond to stakeholder concerns and issues, and provide updates on projects. • Coordinate and manage Interoperability Work Group meetings, prepare meeting agendas and minutes, and post to website • Prepare written status reports for Program Manager, General Manager, UASI Approval Authority, and other organizations as requested. • Maintain all records associated with project activities, work group meetings, and monitoring visits. • Lead the Annual Regional Procurement Process • Determine needs and next steps on a regional resources (and mutual aid) inventory • Lead public-private partnership development • Represent BAUASI in meetings related to regional projects, policies, or procedures. 	<p>100%</p>



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Mikyung Kim-Molina, Contract Specialist 8 am – 5 pm San Francisco</p>	<p>Management & Administration</p>	<p>Manage, develop, create and amend Memoranda of Understanding (MOU) with sub-recipient jurisdictions and Letters of Agreement (LOA) with San Francisco City Departments for all grant programs including: FY 12 UASI, FY 13 UASI, and FY 14 UASI</p>	<ul style="list-style-type: none"> • Create MOU boilerplate, Appendix A and Grant Assurance templates for each grant program • Work in collaboration with UASI Program Managers and sub-recipient jurisdictions to obtain necessary information (e.g., project description, deliverables, timelines, contact information, budget amounts, etc.) in order to complete MOUs/LOAs • Generate formal modifications to MOUs/LOAs, as necessary • Serve as liaison to SF City Attorney. • Provide ongoing technical assistance to sub-recipients regarding MOU/LOA requirements and compliance • Maintain and track MOU/LOA status and budget information on the Inventory and Status spreadsheet • Carry out full execution of 	<p>60%</p>

			<p>all MOUs/LOAs</p> <ul style="list-style-type: none"> • Present updates to CFO and Program Mangers on MOUs/LOAs. 	
		<p>Develop professional services contracts with vendors.</p>	<ul style="list-style-type: none"> • Create RFP/RFQ or City Sole Source requests for professional services contracts. • Facilitate Review Panels and oversee competitive bid process. • Write and develop contracts using the City's P500 boilerplate and scope of services. • Prepare Professional Services Contract Form 1 (PSC1) for review by Unions and Department of Human Resources. • Attend and present contract information at Civil Service Commission meetings, as necessary. • Work in collaboration with Program Managers, vendors, and City Attorney in formulating scope of services, budgets and contracting requirements. • Provide ongoing technical assistance to vendors on compliance to Chapter 12B Equal Benefits, Health Care Accountability Ordinance, Minimum Compensation Ordinance, First Source Hiring, and contract insurance requirements. 	40%

			<ul style="list-style-type: none">• Maintain and track all contracts and PSCs on the Inventory and Status spreadsheet• Process contracts with SF Office of Contracts Administration and Human Rights Commission.• Present updates to CFO and Program Mangers on professional services contracts.	
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		<ul style="list-style-type: none"> • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants. • Provide initial training for new grants analysts in areas of budget, accounting, purchasing activities, payroll analysis and reconciliation, as well as UASI grants model structure of projects and solution areas and grants administration. • Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits. 		
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		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

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

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.		
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		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-15**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Ethan Baker Emergency Services Coordinator I 8 am – 5 pm San Francisco	Goals 1 - 8	Project Planning Support	<ul style="list-style-type: none"> • Provide support to all Regional Project Managers by preparing and editing regional project plan materials • Assist in stakeholder outreach; preparation of all outreach materials and documents • Training/exercise Project- Track all training class approval requests sent to Cal OES 	50%
	Goals 1 - 8	Website Planning and Administration	<ul style="list-style-type: none"> • Plan and develop website improvements for public outreach • Post Approval Authority documents and audio files for monthly public meetings • Update, edit, and post planning documents as needed • Track stakeholder participation and feedback • Manage maintenance and hosting of site • Train staff and regional users how to upload documents and audio • Conduct quarterly demonstrations of website updates at staff meeting 	35%
	Goals 1 - 8	Strategic Planning for Bay Area UASI Outreach	<ul style="list-style-type: none"> • Create PowerPoints, organizational charts, and other materials as needed to support planning staff • Prepare graphics and digital presentation materials for meetings and agenda items • Design layout for Annual Report- due each June • Develop and prepare monthly Bay Area UASI Newsletter 	10%



			<ul style="list-style-type: none"> • Work with DEM to develop UASI Social Media Policies and procedures • Conduct staff training on public outreach using social media 	
	Goals 1 - 8	Special Planning Projects	<ul style="list-style-type: none"> • Assist with special projects as needed 	5%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2014-2015**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT Administrative Assistant</p> <p>8 am – 5 pm M - F</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Prepare and distribute agenda, notices, minutes, and documents of the Approval Authority and maintain records of meetings and official actions of the Approval Authority • Gather and distribute requested information on behalf of the Approval Authority Chair, General Manager, and Executive Management staff to provide written answers to Approval Authority • Serve as the liaison to the DEM Human Resources Manager by requesting the posting of vacant positions, and ensuring annual performance appraisals are submitted on a timely basis • Work with managers and staff to develop and implement operational policies to ensure the efficient operation of the UASI Program office • Provide administrative support to UASI Management staff, including but not limited to, updating the master calendar of meetings, managing office equipment inventory and distribution, scheduling executive management and management team meetings, providing facility management, and coordinating the ordering and distribution of office supplies. 	<ul style="list-style-type: none"> • Manage and coordinate documentation for Hub Coordinators, Management Team and the Approval Authority • Gather and compile information to provide support to Homeland Security Bay Area regional projects, which includes researching and preparing technical reports, records, and other documents related to emergency planning and management • Maintain records and reports in compliance with federal, state, and local laws, and Master MOU, Bylaws, and any policies and procedures established by the Approval Authority • Work with Executive Management staff to evaluate procedures, identify and analyze problems and issues, and recommend and document new procedures to enhance the administrative support functions of the office • Monitor and coordinate the human resources functions of the office to support the timely achievement of goals and 	<p>30%</p> <p>20%</p> <p>10%</p> <p>10%</p> <p>20%</p>



			objectives of the program <ul style="list-style-type: none">• Prepare reports, memoranda, and correspondence for UASI Management Team	10%
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