



**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
<p>Craig Dziedzic</p> <p>UASI General Manager</p> <p>8 am – 5 pm</p>	<p>UASI Goals 1-10</p>	<ul style="list-style-type: none"> • Provide region-wide leadership and administration of all grant initiatives funded with federal homeland security grants, in direct support of the homeland security goals approved by the Approval Authority, awarded to the Bay Area Region. • Develop, review, and implement plans, protocols, goals, and strategies 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. 	<ul style="list-style-type: none"> • 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. 	<p>45%</p>

	<p>STC Grant Goals</p>	<ul style="list-style-type: none"> • 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 <hr/> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Represent the CA UASIs at the quarterly meetings of the CA Homeland Security Advisory Committee. • Develop CCU agendas and conduct quarterly meetings to share best practices among the CCU members. • Attend weekly deputies' meeting at SF Dept. of Emergency Management. • On an as needed basis, meet individual members of the approval authority, SMEs, and other regional, state/federal stakeholders to enhance working relationships <hr/> <ul style="list-style-type: none"> • 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. 	<p>40%</p>
	<p>TVTP Grant Goals</p>	<ul style="list-style-type: none"> • Oversee and coordinate the regional goals/objectives of the Targeting Violence and Terrorism Prevention 	<ul style="list-style-type: none"> • Communicate regularly with the TVTP program manager and program management staff to ensure that the TVTP 	<p>15%</p>

		<p>(TVTP) Program with the UASI goals/objectives and strategies.</p> <ul style="list-style-type: none"> • Enhance the organization’s operating revenue by coordinating and strategizing with federal, state, and local agencies for continuous grant funding of the program. 	<p>grant requirements are effectively and efficiently satisfied.</p>	
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<p>Jodi Traversaro</p> <p>Targeted Violence and Terrorism Prevention (TVTP)</p> <p>Regional Program Manager</p> <p>8:00am – 5:00 pm</p>	<p>Goal 6</p>	<p>TVTP Program Administration</p> <p>Start Up</p> <p>Research Understand the problem, solutions, beneficiaries, grant rules, grant award, projects, and set goals.</p> <p>Commitment - Secure funding, begin socializing and marketing, create a pilot and prototype, develop a process.</p> <p>Traction Grow customer base, test the pilot product.</p> <p>Refinement and Compliance Establish credibility, listen to stakeholders about what is most beneficial, streamline, evaluate against projections, follow the rules.</p>	<ul style="list-style-type: none"> • 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. 	<p>95%</p>

		<p>Scaling Increase services exponentially, expand outreach and marketing,</p> <p>Establish TVTP Program</p>	<ul style="list-style-type: none"> • 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) • 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. <p>Grow: Develop and Submit FY21TVTP projects and DVE NPP proposals. Develop shovel ready TVTP projects. Expand to Whole Community.</p> <p>Implement FY21 TVTP Projects Evaluate current resources and technology with growth projections.</p> <ul style="list-style-type: none"> • 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. 	
		<p>Other Duties as Assigned</p>	<p>Support General Manager, Program Managers, and Project Managers needed</p>	<p>5%</p>

			<p>implement policies, goals and objectives, and ensure the enforcement of all applicable laws, ordinances and regulations.</p> <ul style="list-style-type: none"> • Provide input to the Bay Area UASI Chem-Bio National Priority Projects, leveraging information to build the STC Program where possible. • Conduct tracking and evaluation of STC program progress, providing input to the SPR and recommendations for program updates or revisions. • Prepare and present written reports and presentations, represent the organization and provide information to leadership groups as needed. 	<p>10%</p> <p>10%</p> <p>5%</p>
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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	<ul style="list-style-type: none"> • 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. 	5%
		<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Develop, implement, and evaluate CBRNE NPP progress, providing input to the SPR and recommendations for program updates. 	20%
		<ul style="list-style-type: none"> • Coordinate UASI CBRNE goals with the STC Program Manager and provide support to build Bay Area STC/PRND and CBRNE capabilities. 	<ul style="list-style-type: none"> • Monitor progress of sub-recipient CBRNE and STC projects and/or equipment. 	5%
		<ul style="list-style-type: none"> • Support and coordinate STC Working Group and Sub-Committees, including related meetings region-wide, such as the Bay Area UASI Training and Exercise program 	<ul style="list-style-type: none"> • Coordinate and manage working group and subcommittee meetings; ensure archiving of meeting agendas, minutes and follow up documents 	40%
		Monitor progress of CBRNE related program initiatives in the Bay Area UASI footprint to enhance regionalization of efforts where possible.	<ul style="list-style-type: none"> • Coordinate with and provide support to the STC Program Manager; to leverage and enhance Bay Area PRND program capabilities. 	10%
			<ul style="list-style-type: none"> • Support development and archive of STC and CBRNE policy, operational documents, ensuring Bay 	15%

		-	<p>Area activities leverage PRND and STC program capabilities.</p> <ul style="list-style-type: none"> • Represent the Bay Area CBRNE and STC Program as needed; prepare and provide written reports and presentations. 	5%
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**Bay Area Urban Areas Security Initiative
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>William Kahan</p> <p>Securing the Cities (STC) Administrative Assistant</p> <p>8 am – 5 pm M - F</p>	<p>Goal 2 – Protect Critical Infrastructure and Key Resources</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<p>30%</p> <p>20%</p> <p>10%</p> <p>20%</p> <p>10%</p> <p>10%</p>



**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
<p>Janell Myhre</p> <p>UASI Regional Program Manager</p> <p>8:30am – 5:00pm</p>	<p>Goals 3, 5-9</p>	<p>Work with General Manager to lead the UASI Management Team in building Bay Area public safety and community preparedness capabilities, using a risk-based approach aligned with federal guidelines.</p> <p>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.</p> <p>Ensure program goals are met in identified areas, including stakeholder satisfaction, program quality and team member performance.</p> <p>Remain current in UASI and other national grant program standards.</p>	<ul style="list-style-type: none"> • 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. 	<p>70%</p>

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
			<ul style="list-style-type: none"> • Coordinate with other UASI sites in the state and country to engage in national information sharing on current program and project development and standards. 	
		<p>Implement best practices to strengthen regional relationships in order to coordinate and improve the development and use of UASI programs.</p>	<ul style="list-style-type: none"> • 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%
		<p>Support Bay Area jurisdictions with UASI project management coordination</p>	<ul style="list-style-type: none"> • 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
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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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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		<p>POD site maps, and other training and products to support catastrophic planning.</p> <ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Liaise with regional medical/public health groups such as Association of Bay Area Health Officials (ABAHO) and Bay Area Mass Prophylaxis Working Group (BAMPWG) to ensure effective regional coordination and collaboration, 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	<ul style="list-style-type: none"> • 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%



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<p>Mikyung Kim-Molina</p> <p>Communications and Technologies Regional Project Manager</p> <p>8:45am – 5:15pm</p>	<p>Goal 8 – Enhance Information and Sharing Collaboration</p> <p>Goal 3 - Enhance Cybersecurity</p>	<p>Manage and coordinate operational communications and public information and warning projects</p> <p>Manage and coordinate cyber resilience projects</p>	<ul style="list-style-type: none"> • Emergency Public Information and Warning: Coordinate and manage 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: <ul style="list-style-type: none"> • Annual Mass Notification Seminar • ALERTtheBay.org • JIS Public Information Exercise • Emergency Translations Project • JIS Administration and Framework Planning • 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: <ul style="list-style-type: none"> • Cyber Navigator Program • Identity Access Management Project • Virtual Security Operations Center (VSOC) • NCSR Completion 	<p>40%</p> <p>40%</p>

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
	<p>Goal 4 – Strengthen Emergency Communications Capabilities</p>	<p>Coordinate with Bay Area Regional Interoperable Communications System (BayRICS)</p> <p>Provide regional stakeholder coordination; manage project procurement and monitoring duties</p>	<ul style="list-style-type: none"> • Communications: Coordinate with Bay Area Regional Interoperable 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. • 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. 	<p>10%</p> <p>10%</p>



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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)	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> - Manage and facilitate the regional exercise planning teams - Manage support contract(s) 	40%

			<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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%



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<p>Wendy Suhr Training and Exercise Regional Project Manager</p> <p>8 am – 5 pm</p>	<p>Goal 10- Homeland Security Exercise, Evaluation, and Training Program</p>	<p>Management and coordination of the Bay Area Training and Exercise Program (BATEP)</p>	<ul style="list-style-type: none"> • Support the Regional Program Manager in implementing the Bay Area Training and Exercise Program in alignment with: <ul style="list-style-type: none"> - 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. 	<p>70%</p>

			<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Coordinate planning, delivery, and closeout of public health training courses including: <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> • Manage BATEP customer support operations including <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> • 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%



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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.	<ul style="list-style-type: none"> • Implements regional project planning with a focus on large scale catastrophic planning according to FEMA and DHS approved guidelines related to public safety agencies and community preparedness organizations. • Work with the 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.	<ul style="list-style-type: none"> • 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%

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		Provide regional stakeholder coordination; manage project procurement and monitoring duties	<ul style="list-style-type: none"> • 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%



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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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Provide customer support including help with registration to courses, development of BATEP accounts, queries, etc. 	15%
		BATEP Emergency Management Training Planning	<ul style="list-style-type: none"> • Coordinate planning, delivery, and closeout of emergency 	15%

			<p>management training courses including:</p> <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> • 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%



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Tristan Levarado Chief Financial Officer 8 am – 5 pm	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"> Oversee 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. 	

		<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. 		5%
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**Bay Area Urban Area Security Initiative
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Analyn Tam Grants Accountant 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<p>35%</p> <p>25%</p> <p>15%</p> <p>20%</p> <p>5%</p>

		<ul style="list-style-type: none"> • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants. • Provide initial training for new grants analysts in areas of budget, accounting, purchasing activities, payroll analysis and reconciliation, as well as UASI grants model structure of projects and solution areas and grants administration. • Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits. 		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2021-22**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Karen Tsang Administrative Analyst 8 am – 5 pm San Francisco</p>	<p>Program Management</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. 	<p>50%</p> <p>20%</p> <p>30%</p> <p>10%</p>

		<p>include working groups, subject matter experts, and nongovernment organizations.</p> <ul style="list-style-type: none"> • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants. 		
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			<p>contracts using the City's P600 boilerplate and scope of services</p> <ul style="list-style-type: none"> • Process contracts with SF Office of Contracts Administration and Human Rights Commission. • Attend meetings of San Francisco Department of Emergency Management, Office of Contracts Administration and Civil Service Commission. 	
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**Bay Area Urban Area Security Initiative
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Staff	STC Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Ethan Baker Financial Analyst 8 am – 5 pm	Program Management	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	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 STC's strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. 	<ul style="list-style-type: none"> Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. 	20%
		<ul style="list-style-type: none"> Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. 	<ul style="list-style-type: none"> Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. 	15%
		<ul style="list-style-type: none"> Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> Assist in conducting onsite monitoring visits to ensure compliance. 	10%

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

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

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban 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 <ul style="list-style-type: none"> • Oversee and manage 8601 and 8602 assigned to Admin • Perform Mid-Year and Annual Reviews • Ensure accountability of assigned tasks • Oversee summer internship participants 	<ul style="list-style-type: none"> • Ensure accountability of 8601 and 8602 for assigned tasks- including weekly one on one meetings and conducting annual performance reviews. • Guide summer intern program members; work with fiscal and programmatic staff to assign duties that meet student abilities 	5%
	Goals 1-10	Compliance <ul style="list-style-type: none"> • Technical lead on all compliance requirements • Provide support for, and build capacity of, program and finance staff on compliance requirements. • Keep Management Team apprised of FEMA updates during staff meetings 	<ul style="list-style-type: none"> • Provide coordination and oversight for Management Team to ensure timely distribution of compliance materials and information to staff. • Coordinate with State and Federal agencies and UASI sites to share best practices 	25%

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

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

		<p>Special Project</p> <ul style="list-style-type: none"> • Provide assistance to programs 	<ul style="list-style-type: none"> • As needed. 	5%
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**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 Goals 1-10	Website Administration	<ul style="list-style-type: none"> • 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%
		Oversee policy and procedure process	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Assist Project Managers in the development of support materials, including PowerPoints, organizational charts, and other materials in support of UASI work groups. • Review all project activities and track and maintain a list of highlights in order to efficiently oversee the design and delivery of 3 quarterly newsletters (Feb., Aug., and Nov.) and one Annual Report (May). • As necessary, conduct stakeholder outreach to ensure project efforts meet compliance requirements; review and edit regional risk plan materials and distribute to appropriate agencies. 	40%



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

061021 Approval Authority Meeting June Agenda Item 03: Annual Work Plans,
Office Manager, Lloyd Shand

		Continuity of Operations Plan	<ul style="list-style-type: none"> Act as lead on Annex E to the CCSF DEM Continuity of Operations Plan; ensure that the plan is up to date- maintain contact information, coordinate office preparedness drills, facilitate hot washes, and construct 	20%
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