

File No. 110292

Committee Item No. 1

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee CITY OPERATIONS AND
NEIGHBORHOOD SERVICES

Date 3/28/11

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Analyst Report |
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| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form (for hearings) |
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| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
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| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter |
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OTHER

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Completed by: Gail Johnson

Date 3/24/11

Completed by: _____

Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

1 [Accept and Expend Grant - Federal Emergency Operations Center Grant - \$800,000]

2
3 **Resolution authorizing the Department of Emergency Management to accept and**
4 **expend grant funds in the amount of \$800,000 from the California Emergency**
5 **Management Agency for improvements to the City's Emergency Operations Center.**

6
7 WHEREAS, The City and County of San Francisco Department of Emergency
8 Management maintains an Emergency Operations Center at 1011 Turk Street; and

9 WHEREAS, The California Emergency Management Agency administers the
10 Emergency Operations Center Grant program, which funds capital improvements to
11 emergency operations centers; and

12 WHEREAS, The Department of Emergency Management was awarded \$800,000 from
13 the Emergency Operations Center Grant program, to upgrade the Uninterruptable Power
14 System and Communications System in the City's Emergency Operations Center; now,
15 therefore, be it

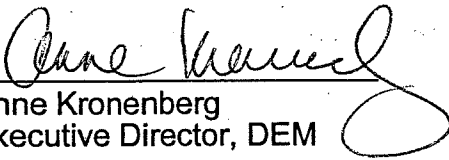
16 RESOLVED, That the Department of Emergency Management is authorized to accept
17 and expend the Emergency Operations Center Grant in the amount of \$800,000; and, be it

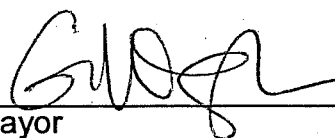
18 FURTHER RESOLVED, that the Board of Supervisors hereby waives inclusion of
19 indirect costs in the grant budget; and, be it

20 FURTHER RESOLVED, that the Department of Emergency Management Executive
21 Director, or designee, is authorized to furnish whatever additional information or assurances
22 that the California Emergency Management Agency may request in connection with this grant,
23 to execute any and all agreements or other documents, and to take any other steps necessary
24 to accept and expend the grant funds.

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Recommended:


Anne Kronenberg
Executive Director, DEM

Approved: 
Mayor

Approved: 
Controller, Grant Division



Department of Emergency Management
1011 Turk Street, San Francisco, CA 94102

Division of Emergency Communications
Phone: (415) 558-3800 Fax: (415) 558-3843

Division of Emergency Services
Phone: (415) 487-5000 Fax: (415) 487-5043



Edwin M. Lee
Mayor

Anne Kronenberg
Executive Director

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: OA Amiee Alden, DEM Policy and Planning Manager
DATE: March 1, 2011
SUBJECT: Accept and Expend Resolution for EOC Grant
GRANT TITLE: Emergency Operations Center Grant Program

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Other (Explain):

Special Timeline Requirements:

None

Departmental representative to receive a copy of the adopted resolution:

Name: Amiee Alden Phone: 415-558-3803

Interoffice Mail Address: Dept. of Emergency Management, Dept. 77 – 1011 Turk Street

Certified copy required Yes No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).



Edwin M. Lee
Mayor

Department of Emergency Management
1011 Turk Street, San Francisco, CA 94102

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Anne Kronenberg
Executive Director

MEMORANDUM

To: Mayor Edwin Lee

From: Anne Kronenberg *AK*

Date: February 22, 2011

Re: **Resolution to Accept and Expend a Grant for the Emergency Operations Center**

Attached please find a resolution for introduction at the Board of Supervisors that would Accept and Expend a federal grant to make improvements to the City's Emergency Operations Center (EOC). I would like to respectfully request that this resolution be introduced at the Board of Supervisors on March 1, 2011.

This \$800,000 grant is the result of a FY 2010 earmark by then-Speaker Nancy Pelosi. The funding will improve critical power and communications infrastructure at the EOC. Specifically, it will: 1) provide a redundant Uninterruptable Power Supply (UPS) to ensure that our facility has power during a disaster, and 2) provide backup satellite communications links between our EOC and various Department Operations Centers throughout the City. DEM has budgeted \$266,667 in local matching funds over the three-year life of the grant. All of the money will fund capital improvements – there are no new positions created with these funds.

Thank you for your consideration. If you require any additional information, please feel free to contact me at: (415) 558-2745 or anne.kronenberg@sfgov.org, or contact my Policy and Planning Manager Amiee Alden at: (415) 558-3803 or amiee.alden@sfgov.org.

File Number: _____

(Provided by Clerk of Board of Supervisors)

Grant Information Form

(Effective March 2005)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Emergency Operations Center Grant Program**

2. Department: **Emergency Management**

3. Contact Person: **Amiee Alden** Telephone: **415-558-3803**

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$ 800,000.00**

6a. Matching Funds Required: **\$ 266,667**

b. Source(s) of matching funds (if applicable): **Department of Emergency Management**

7a. Grant Source Agency: **Federal Emergency Management Agency**

b. Grant Pass-Through Agency (if applicable): **California Emergency Management Agency**

8. Proposed Grant Project Summary: **This project will improve critical power and communications infrastructure at the City's Emergency Operations Center (EOC). It will specifically: 1) provide a redundant Uninterruptable Power Supply (UPS) to ensure the facility has power during a disaster, and 2) provide backup satellite communications links to the EOC.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **Jan 1, 2011**

End-Date: **June 30, 2012**

10a. Amount budgeted for contractual services: **\$871,667**

b. Will contractual services be put out to bid? **Yes**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **Yes**

d. Is this likely to be a one-time or ongoing request for contracting out? **One-time**

11a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

- Not allowed by granting agency
- To maximize use of grant funds on direct services
- Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **Approximately 10% of the grant award would have covered use of materials, supplies, utilities, and other overhead.**

12. Any other significant grant requirements or comments:

****Disability Access Checklist****

13. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

14. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability
 Reviewer: Terrence Daniel (Name)
 Terrence Daniel

Date Reviewed: 3-1-11

Department Approval: Amice Alder (Name) Policy + Planning mgr. (Title)

 _____ (Signature)



Cal EMA
CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

October 20, 2010

Vicki Hennessy, Executive Director
Department of Emergency Management
San Francisco, City & County
1011 Turk Street
San Francisco, CA 94102

Subject: Notification of Application Approval
FY10 Emergency Operations Center Grant
Grant # 2010-0016, Cal EMA ID: #075-00000, Supplement #0

Dear Ms. Hennessy:

The California Emergency Management Agency (Cal EMA) has approved your grant application in the amount of **\$800,000.00**. A copy of your approved application is enclosed for your records. The award period for this grant can be found on the enclosed application.

Payments can be requested using a Reimbursement Request Form; a copy has been enclosed. Expenditures can only be made for items listed on your approved grant application.

This grant is subject to all policies and provisions of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final inspection or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal EMA.

Performance Reports must be prepared and submitted to Cal EMA for the duration of the grant period or until all activities are completed and the grant is formally closed. Failure to submit quarterly reports could result in grant reduction, termination or suspension.

If you have any questions regarding this letter, please contact the Grants Processing Section at (916) 845-8110.

GRANTS PROCESSING SECTION

Enclosures

cc: Cal EMA Region
John Thomas, Cal EMA

FY 2010 EOC Grant Program Investment Justification

I. APPLICANT INFORMATION

- City and County of San Francisco Emergency Operations Center Facility
- Emergency Operations Center Facility Power and Communications Upgrades
- Local EOC
- Non-competitive EOC grant
- Dun and Bradstreet Number: **070384N255**
- \$800,000 in non-competitive funds for the San Francisco Department of Emergency Management
- FY 2010 EMPG Funds: no grant received yet.
- Investment Type: Renovation
- Total Cost of proposed project:
 - EOC non-competitive grant allocation = \$800,000
 - Grantee match = \$266,667
 - Total: \$1,066,667.

- Match Requirement: The Department of Emergency Management plans to meet the local match requirement through department general funds.

II. OVERALL

Overall Purpose of Investment

This project will improve critical power and communications infrastructure for the City's Emergency Operations Center (EOC) facility. First, the project will provide a redundant Uninterruptible Power Supply (UPS) for critical data and communications systems, to ensure that critical operations have emergency power during a disaster. Second, this project will provide backup satellite-based voice/data communication links from the City's Emergency Operations Center (EOC) to the Public Safety Departmental Operations Centers (DOCs). These links will provide vital communications in the event that the primary communication links are severed during an earthquake or other major event.

A redundant UPS system will help the City to avoid shut down of the EOC, as well as 911 call-taking and radio communications that are provided in the same building, should the main power supply fail. This project will significantly improve the reliability of both EOC and 911 operations. The existing UPS system is halfway through its expected service life. Installation of a redundant UPS system will also facilitate the eventual replacement of UPS systems and the repair and maintenance of all connected power distribution.

The communications upgrades will strengthen the ability of City agencies to communicate with the EOC during an emergency. Twenty City departments currently maintain Department Operations Centers (DOCs), which provide a critical information link between

first responders and the EOC during a disaster. In the event that conventional communications links are disabled during a disaster, satellite communications between the EOC and the DOCs will enable the continued flow of critical disaster management and life safety information. The grant funds will provide the initial capital investment needed to purchase the equipment and perform site work for a link between the EOC and two DOCs: the Fire Department and Department of Public Works. Local funds will finance ongoing maintenance.

III. NEEDS ASSESSMENT

A facility assessment of the Emergency Operations Center was conducted in May 2009 by Paul Travis, Senior Architect, San Francisco Department of Public Works, Bureau of Architecture. This assessment identified back-up power supply as critical weaknesses in the EOC facility. In the event that power and conventional communications links are disabled during an earthquake or other major event, critical disaster management and life safety information would not flow to and from the facility. This project will correct this deficiency in the facility by creating a reliable power supply and communications capabilities after conventional power sources and communications fail during a disaster.

The scope of work includes converting and upgrading an existing room in the basement of the EOC facility to house the redundant UPS system and batteries, adding a main distribution panel, sub panels and branch circuits to provide redundant UPS power to critical communications and server rooms.

The satellite based voice/data communication system consists of high-speed satellite equipment, ethernet connections, and a VOIP telephone switch. The system will provide a connection to the internet so that data can be shared with other DOCs and outside agencies. The VOIP switch will be capable of providing telephone connections through a commercial service provider. Since the communication is satellite based, it will not be subject to congestion or disruption caused by a local earthquake or other major event.

IV. INVESTMENT IMPACT

This project will provide critical back-up power and communications capability for a major metropolitan area that includes a work-day population of 2 million residents, workers, and visitors. San Francisco is the financial center of the West Coast and home to major transportation systems, including Bay Area Rapid Transit (BART) and the Municipal Railway (Muni), which is the 7th largest transit agency in the nation. The City also includes a Port, a major regional airport (SFO), a major regional water system (Hetch Hetchy), a major league baseball stadium, two major regional bridges (the Golden Gate Bridge and San Francisco Bay Bridge) and numerous cultural and historic icons of national significance.

The need for effective and reliable power and communications is critical for emergency management in San Francisco. The U.S. Geological Survey estimates that the Bay Area faces a 63% chance of a devastating earthquake on the Hayward and San Andreas faults in

the next 30 years. Backup power and communications that will be operational after conventional equipment fails will be critical to coordinating effective emergency response through the EOC.

V. PRE-EXSITING PLANNING

Facility Assessment: Staff for the Department of Emergency Management and Department of Public Works have performed a facility assessment, identified the power and communications deficiencies in the EOC facility, and created an initial project design and budget to correct the deficiencies.

Hazard-Resistance Guidance: FEMA 426 identifies Uninterruptible Power Supply as a “Critical Building Component” (Table 1-22, Section 2.15), and states that satellite communications “can serve as redundant communications for voice and data if configured to support required capability after a hazard incident” (Table 1-22, Section 10.14).

Deficiencies/Needs: Department of Emergency Management and Department of Public Works staff have identified the power and communications deficiencies in the EOC and created an initial project design and budget to correct the deficiencies.

VI. FUNDING PLAN

Budget Narrative

The major costs for this project include: construction, architecture and engineering, and equipment. Lesser costs include site work, demolition and removal, administrative and legal expenses, and other miscellaneous expenses.

VII. FUNDING SOURCES

Supplemental Funding

The Department of Emergency Management has planned this project carefully to fall within the funding capacity of this grant. The Department plans to complete this project using federal EOC Grant Program funds and local matching funds. We do not anticipate spending supplemental funds.

VIII. INVESTMENT CHALLENGES

This project involves the purchase and installation of power and communications equipment at an existing EOC, and training staff on that equipment. Potential challenges may include timely completion of a contract with a qualified vendor and expeditious training of staff on the equipment. The probability of these challenges occurring is low. The Department of Emergency Management staff have extensive experience in project management, including facilities upgrades, which should enable smooth project execution.

IX. PROJECT MANAGEMENT

This project will be managed by technical staff from the Department of Emergency Management, with assistance from the EOC manager and the Department of Public Works. This team will ensure that the technology is selected and utilized in a way that will best serve the power and communications needs of the EOC facility during an emergency.

X. MILESTONES

| | |
|--|--------------------|
| Federal Funds Awarded | September 30, 2010 |
| Analysis and design complete | February 4, 2011 |
| Contracting complete | May 27, 2011 |
| Construction complete | December 1, 2011 |
| Remote installation/setup complete | February 1, 2012 |
| Deployable asset installation/setup complete | May 1, 2012 |
| Testing and Reconfiguration complete | June 1, 2012 |
| Project Complete | June 30, 2012 |

BUDGET INFORMATION – Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

| COST CLASSIFICATION | a. Total Cost | b. Costs Not Allowable for Participation | c. Total Allowable Costs (Columns a-b) |
|---|-------------------------------------|--|--|
| 1. Administrative and legal expenses | \$ 26,000.00 | \$ | \$ 26,000.00 |
| 2. Land, structures, rights-of-way, appraisals, etc. | \$ | \$ | \$ 0.00 |
| 3. Relocation expenses and payments | \$ | \$ | \$ 0.00 |
| 4. Architectural and engineering fees | \$ 154,000.00 | \$ | \$ 154,000.00 |
| 5. Other architectural and engineering fees | \$ 40,000.00 | \$ | \$ 40,000.00 |
| 6. Project inspection fees | \$ | \$ | \$ 0.00 |
| 7. Site work | \$ 30,000.00 | \$ | \$ 30,000.00 |
| 8. Demolition and removal | \$ 10,000.00 | \$ | \$ 10,000.00 |
| 9. Construction | \$ 600,000.00 | \$ | \$ 600,000.00 |
| 10. Equipment | \$ 117,000.00 | \$ | \$ 117,000.00 |
| 11. Miscellaneous | \$ 64,666.67 | \$ | \$ 64,666.67 |
| 12. SUBTOTAL (sum of lines 1-11) | \$ 1,041,666.67 | \$ 0.00 | \$ 1,041,666.67 |
| 13. Contingencies | \$ 25,000.00 | \$ | \$ 25,000.00 |
| 14. SUBTOTAL | \$ 1,066,666.67 | \$ 0.00 | \$ 1,066,666.67 |
| 15. Project (program) income | \$ | \$ | \$ 0.00 |
| 16. TOTAL PROJECT COSTS (subtract #15 from #14) | \$ 1,066,666.67 | \$ 0.00 | \$ 1,066,666.67 |
| FEDERAL FUNDING | | | |
| 17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share). Enter the resulting Federal share. | Enter eligible costs from line 16c. | 1,066,666.67 | Multiply x 75 % \$ 800,000.00 |

Department of Emergency Management has submitted this Accept and Expend item for introduction:

Accept and Expend Grant – Federal Emergency Operations Center Grant - \$800,000

The resolution accepts and expends \$800,000 from CalEMA to improve critical power and communications infrastructure at the City's Emergency Operations Center (EOC). It will provide a redundant Uninterruptable Power Supply (UPS) and provide backup satellite communications links to the EOC. Match funds of \$266,667 are required, budgeted by DEM over the three-year life of the grant. The funder does not allow for charging of indirect costs. Onetime funds of \$871,667 will be contracted out through a bidding process. No positions are funded by this grant. The grant timeline is from 1/1/11 to 6/30/12. The department is actually allowed 3 years to spend down the funds but expects to be done by 6/30/12.