

File No. 091376

Committee Item No. 8
Board Item No. 19

COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee BUDGET AND FINANCE

Date 12/2/09

Board of Supervisors Meeting

Date 12/8/09

Cmte Board

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

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Completed by: Gail Johnson

Date 11/25/09

Completed by: [Signature]

Date 12/3/09

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

PI

12/1/20

1 [Accept and Expend FY 09 Regional Catastrophic Preparedness Grant Program and Amend
2 Annual Salary Ordinance, FY 2009-2010]

3
4 **Ordinance authorizing the Department of Emergency Management, on behalf of the**
5 **City and County San Francisco, serving as the primary grantee for the RCPGP Bay**
6 **Area Site and as fiscal agent for the UASI Approval Authority, to retroactively accept**
7 **and expend a Regional Catastrophic Preparedness Grant Program (RCPGP) grant in**
8 **the amount of \$4,822,667 from the United States Department of Homeland Security,**
9 **through the California Emergency Management Agency, and to provide \$167,188 in**
10 **matching funds; amending Ordinance No. 183-09 (Annual Salary Ordinance, FY 2009-**
11 **2010) to reflect the addition of two (2) grant-funded positions (.50 FTE total) in Class**
12 **5291 Planner III in the Department of Emergency Management.**

13
14 Note: Additions are single-underline italics Times New Roman;
15 deletions are ~~strikethrough-italics Times New Roman~~.
16 Board amendment additions are double underlined.
17 Board amendment deletions are ~~strikethrough-normal~~.

18 Be it ordained by the People of the City and County of San Francisco:

19 Section 1. Findings.

20 (a) Regional Catastrophic Preparedness Grant Program (RCPGP). The United States
21 Department of Homeland Security (DHS) has several Homeland Security Grant Programs,
22 including the RCPGP. The RCPGP is a component of a coordinated federal effort to enhance
23 emergency planning and strengthen the Nation's overall level of preparedness. It is designed
24 to support Tier I and designated Tier II Urban Areas Security Initiative (UASI) Urban Areas
25 (designated by DHS) as they address all threats and hazards in collaboration with federal,
state, and local partners. DHS distributes RCPGP grant funds to recipient jurisdictions in

1 California through the California Emergency Management Agency (CalEMA), which
2 administers the RCPGP within the State.

3 (b) Bay Area Site. The Bay Area UASI Urban Area is comprised of the City and County
4 of San Francisco, the Cities of Oakland and San Jose, and the Counties of Alameda, Contra
5 Costa, Marin, Napa, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma. For
6 purposes of the RCPGP, the Bay Area UASI Urban Area jurisdictions, together with the
7 Counties of Monterey and San Benito, collectively comprise the "Bay Area Site."

8 (c) Methodology for allocating funds; San Francisco as primary grantee and fiscal
9 agent. A Memorandum of Understanding (MOU) entered between the City and County of
10 San Francisco, the Cities of Oakland and San Jose, and the Counties of Alameda and Santa
11 Clara, established the UASI Approval Authority as the regional body responsible for decisions
12 related to application, allocation and distribution of UASI grant funds. Under that MOU, San
13 Francisco serves as the primary grantee and fiscal agent for the UASI Approval Authority, and
14 receives and distributes UASI grant funds for the Bay Area UASI Urban Area, per decisions of
15 the Approval Authority. Based on action by the Approval Authority, that UASI governance
16 structure was extended to the RCPGP. Therefore, San Francisco also serves as the primary
17 grantee and fiscal agent for purposes of receiving and distributing RCPGP funds, per direction
18 of the Approval Authority.

19 (d) Regional Catastrophic Planning Team Requirement. For the RCPGP, DHS
20 requires each Site receiving funds to establish a Regional Catastrophic Planning Team
21 (RCPT) to act as an executive steering committee, provide overall governance and coordinate
22 development and implementation of all RCPGP initiatives within the Site, and ensure
23 compliance with RCPGP program requirements. The RCPT is comprised of representatives
24 from various local governmental agencies within the RCPGP Bay Area Site. The UASI
25

1 Approval Authority receives recommendations from the RCPT in making its decisions
2 regarding allocation and distribution of RCPGP grant funds within the Bay Area Site.

3 (e) Use of RCPGP funds. RCPGP grant funds from this award will be used to fund:
4 (1) development of a Donations Management Plan; and (2) Plan Validation Workshops to test
5 completed plans.

6 (f) Performance Period. The performance period for the RCPGP grant is from
7 September 24, 2009 to April 29, 2011.

8 (g) The City and County of San Francisco has participated in federal and state
9 homeland security grant programs since their inception, and deems participation in those
10 programs as vital to the continued well-being of its citizens.

11 (h) The City and County of San Francisco intends to use its share of the RCPGP funds
12 to fund positions within the City and County. For the current Fiscal Year, San Francisco will
13 use its RCPGP funds to add two (2) .25 FTE Class 5291 Planner III positions in the
14 Department of Emergency Management, thereby continuing funding for existing positions in
15 that Classification, currently funded through March 31, 2010, through the end of the Fiscal
16 Year. The remaining grant funds will be used to fund these positions in Fiscal Year 2010-
17 2011. A spreadsheet reflecting the Department, Program, Index Code, Classifications, Job
18 Titles; and Compensation Schedules for these positions is on file with the Clerk of the Board
19 of Supervisors in File No. 091376, which is hereby declared to be a part of this
20 ordinance as if set forth fully herein.

21 (i) Grant Match. The RCPGP requires a 25 percent match from recipient jurisdictions,
22 either in non-federal funds or in kind services. The total required matching amount for the
23 FY09 RCPGP award is \$1,205,667. Each recipient must provide a portion of the match,
24 based on its share of the total grant allocation. San Francisco must provide a match of
25

1 \$167,188, which represents its portion of the required match based on its allocation of the
2 total grant award. The Department of Emergency Management's Fiscal Year 2009-2010
3 budget includes funds to fulfill the RCPGP match requirement.
4

5 Section 2. Authorization to Accept and Expend Grant Funds.

6 (a) The Board of Supervisors hereby authorizes the Department of Emergency
7 Management to retroactively accept and expend, on behalf of the City and County of San
8 Francisco as the primary RCPGP grantee of the Bay Area Site and as the fiscal agent for the
9 UASI Approval Authority, \$4,822,667 in RCPGP grant funds from the DHS, through the
10 CalEMA; and to provide \$167,188 in matching funds, which represents San Francisco's share
11 of the \$1,205,667 required grant match.

12 (b) The grant does not include any provisions for indirect costs, and indirect costs are
13 hereby waived.

14 (c) The Executive Director of the Department of Emergency Management, or designee,
15 is authorized to furnish whatever additional information or assurances the DHS or CalEMA
16 may request in connection with this grant, to execute any and all agreements or other
17 documents, and to take any other steps necessary to accept, distribute and expend the grant
18 funds.
19

20 Section 3. Grant Funded Positions; Amendment to FY 2009-2010 Annual Salary
21 Ordinance. The hereinafter designated section and items of Ordinance No. 183-09 (Annual
22 Salary Ordinance, FY 2009-2010) are hereby amended to add two positions at the
23 Department of Emergency Management (DEM) as follows:
24
25

1 Department: DEMECD
2 Program: BIV
3 Subfund: 2SPPFHLS
4 Index Code: 770932

Department of Emergency Management
D E M Emergency Services

Amendment	# of Pos.	Class and Item No.	Compensation Schedule
<u>Add</u>	<u>0.25 FTE</u>	<u>5291 Planner III</u>	<u>\$3,093B\$3,760</u>
<u>Add</u>	<u>0.25 FTE</u>	<u>5291 Planner III</u>	<u>\$3,093B\$3,760</u>

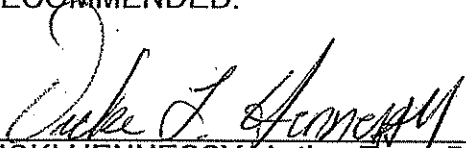
10 APPROVED AS TO FORM:
11 DENNIS J. HERRERA, City Attorney

12
13 By: 
14 KATHARINE HOBIN PORTER
Deputy City Attorney

APPROVED AS TO CLASSIFICATION
DEPARTMENT OF HUMAN RESOURCES

15
16 By: 
17 MICKI CALLAHAN, Director
18 Department of Human Resources

19 RECOMMENDED:

20
21 
22 VICKI HENNESSY, Acting Exec. Director
23 Department of Emergency Management

24
25 
GAVIN NEWSOM
Mayor
for


BEN ROSENFELD
Controller

Supervisor Eisbernd
BOARD OF SUPERVISORS



Gavin Newsom
Mayor

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) 558-2700 Fax: (415) 503-2098



Vicki L. Hennessy
Executive Director

To: Angela Calvillo, Clerk of the Board of Supervisors
From: Vicki Hennessy *Vicki L. Hennessy*
Executive Director, Department of Emergency Management
Date: November 16, 2009
Re: **Ordinance to Accept and Expend 2009 Regional Catastrophic Preparedness Grant Program (RCPGP) Award**

The Department of Emergency Management is pleased to present the following Grant Report in summary of the above-referenced item submitted by the Department of Emergency Management.

Legislation For Approval:

The proposed ordinance seeks the Board of Supervisors' approval for the acceptance (retroactive) and expenditure of \$4,822,667 (federal share \$3,617,000, applicant share \$1,205,667) from the United States Department of Homeland Security (DHS), through the California Emergency Management Agency (CalEMA), to support an integrated planning system for the development of necessary plans, protocols, and procedures to manage a catastrophic event. It further seeks to amend the Annual Salary Ordinance for Fiscal Year 2009-2010 to add two (2) .25 FTEs for staff already in positions that were funded by the 2008 RCPGP through March 31, 2009.

Departments:

Department of Emergency Management (DEM). Expenditures benefiting San Francisco, the cities of Oakland and San Jose and the Counties of Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.

DEM serves as the fiscal agent for the Bay Area UASI, which is administering the grant for the Bay Area region. DEM would be authorized to accept and expend these grant funds on behalf of the 12 Bay Area counties and 3 core cities of San Francisco, San Jose, and Oakland, and to receive grant reimbursements for expenses incurred on behalf of the region.

As the Fiscal Agent, DEM is responsible for administering the grant, ensuring that the grant funds are spent according to the grant guidelines, and ensuring that each of the Bay Area counties and cities that may receive a portion of these grant funds adhere to the grant eligibility and financial guidelines.

Each sub-recipient county or city that participates in this grant will be required to enter into a grant MOU with DEM that outlines their obligation under the grant allocation, including requirements for match, contracting and procurement, record keeping, and adherence to federal grant assurances.

Amount: \$3,617,000

Grant Period: September 24, 2009 through April 29, 2011

Retroactivity: The Accept and Expend Legislation requests retroactive approval because the Federal Grant period commenced before the legislation was introduced. No grant funds will be encumbered or expended until the Board of Supervisors approves the Accept and Expend legislation.

Source of funds: U.S. Department of Homeland Security (DHS) through the California Emergency Management Agency (CalEMA)

Required Match: 25 % (\$1,205,667) San Francisco's proportionate share of the grant match is \$167,188. The other counties and cities will provide the proportionate share of the grant match, either in kind or cash prior to their requests for reimbursement being granted by the fiscal agent

Indirect Costs: The proposed resolution waives indirect costs, because the grant program does not allow the charging of indirect costs.

Description: The proposed ordinance authorizes the Department of Emergency Management (DEM) to accept and expend \$3,617,000 in federal grant funding from the FY 2009 Regional Catastrophic Preparedness Grant Program (Grant Number #2009-CA-T9-0003, OES ID#075-95017), issued by DHS, through CalEMA. The grant requires a 25 percent applicant match in the amount of \$1,205,667 to fund the development of necessary plans, protocols, and procedures to manage a catastrophic event.

Budget: The summary budget by activity for the subject grant is as follows:

(1) **Contracts/Consultants:** \$2,556,927

Contractors will be engaged to develop plans and procedures for a region wide donations management plan and to develop and implement regional plan validation workshops. Contractors must be qualified to develop the donations management plan and the regional validation workshops for the entire 12 county region.

(2) **Personnel:** \$951,563

The budgeted amount has been allocated for the purpose of hiring personnel within the 12 Bay Area Counties to assist in the development of the plans and procedures. The planned personnel are allocated as follows: San Francisco – 2 continuing planners and one continuing grants manager; City of Oakland – 2 continuing planners; Alameda County - one continuing planner; Marin County – one continuing planner.

With respect to San Francisco, the proposed amendment to the Annual Salary Ordinance proposes two planner positions. At the time the positions were requested in the annual budget process, the funding for the FY09 RCPG grant had not been finalized, and not all of the current planning positions (a total of 4) were continued. The proposed grant funding would continue two of the planning positions into the 09 grant cycle.

(3) **Management and Administration:** \$108,510

Management and Administration expenses include UASI line item office expenses, grants management, Controller's Accounting, City Attorney, office and equipment maintenance and leases. The amount budgeted reflects 3% of the cash grant, which is the maximum allowable under the guidelines.

TOTAL Budget: \$3,617,000

File Number: 091374
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective July 2006)

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

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

1. Grant Title: FY 09 Regional Catastrophic Preparedness Grant Program
2. Department: Department of Emergency Management
3. Contact Person: Mary Landers Telephone: 705-8531
4. Grant Approval Status (check one):
 Approved by funding agency Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$3,617,000
- 6a. Matching Funds Required: \$1,205,667
b. Source(s) of matching funds (if applicable): San Francisco general funds and regional funds
- 7a. Grant Source Agency: US Department of Homeland Security (DHS)
b. Grant Pass-Through Agency (if applicable): California Emergency Management Agency (CalEMA)
8. Proposed Grant Project Summary: For the purpose of regional planning to develop plans and procedures in the event of a catastrophic disaster.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: September 24, 2009 End-Date: April 29, 2011
10. Number of new positions created and funded: 2
11. Explain the disposition of employees once the grant ends? N/A
- 12a. Amount budgeted for contractual services: \$2,556,927
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? No. Federal grant does not allow
d. Is this likely to be a one-time or ongoing request for contracting out? One time
- 13a. 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?

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

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

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

16. 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: Alice Herndon

(Name)

Date Reviewed: ~~10/23/09~~ 11/3/09

Department Approval: Vicki Hennessy

Acting Dir. Dept. of Emergency Management

(Name)

(Title)

(Signature)



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

September 24, 2009

Teresa Serata
Strategy and Grant Compliance Director
Bay Area UASI
10 Lombard St. Suite 410
San Francisco, CA 94111

SUBJECT: NOTIFICATION OF SUBGRANTEE AWARD
Fiscal Year (FY) 2009 Non-Competitive Regional Catastrophic
Preparedness Grant Program (RCPGP)
Bay Area Site
OES ID: 075-95017, Grant # 2009-CA-T9-0003

To Bay Area Site:

The California Emergency Management Agency (CalEMA) has approved the Bay Area Site FY 2009 RCPGP Non-Competitive application in the amount of \$3,617,000. As of the date of this letter you may request reimbursement of eligible grant expenditures. All FY 2009 RCPGP expenditures must be expended by April 29, 2011.

This grant is subject to all policies and provisions of the Federal 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 review or audit, must be refunded to the State within 30 days upon receipt of an invoice from CalEMA.

For further assistance, please contact your CalEMA program representative, Mr. Rakesh Sharma, at (916) 322-2737 or via email at Rakesh.Sharma@ohs.ca.gov.

Sincerely,

MATTHEW BETTENHAUSEN
Secretary

GOVERNOR ARNOLD SCHWARZENEGGER • SECRETARY MATT BETTENHAUSEN
3650 Schriever Avenue, Mather, California 95655
(916) 845-8510 • FAX (916) 322-9053

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

GRANT APPLICATION COVER SHEET

CFDA #: 97.111

Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Solicitations may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

1. Applicant Name:	Bay Area UASI	6. Amount Requested	\$ 3,617,000	7. FOR YEAR	2009
2. FIPS #:	075-95017	Application Approved By: _____ <i>For State Use only</i>			
3. Date:	September 9, 2009	Grant Performance Period: _____			
4. Grant Number:		FIPS Number: _____			
5. Program Selection		Grant Number: _____			
Regional Catastrophic Preparedness Grant		Date: _____			
Program (RCPGP) NON-COMPETITIVE					

8. Authorized Body of 5- Signature and contact information	Signature	Printed Name	Title	Designee Y/N	Phone	Email
County Public Health Officer						
County Fire Chief						
Municipal Fire Chief						
County Sheriff						
Chief of Police						
Additional Position (Optional)						
Additional Position (Optional)						


9. Authorized Agent contact information	Title	Mailing Address	City	State	Zip	Phone	Email
Laura Phillips	General Manager, Bay Area UASI	10 Lombard Street	San Francisco	CA	94111	(415) 850-4759	Laura.Phillips@sfgov.org
Vicki Hennessy	Acting Executive Director	1011 Turk Street	San Francisco	CA	94102	(415) 558-2745	Vicki.Hennessy@sfgov.org
Teresa Serata	Dir. Of Strategy and Compliance	10 Lombard Street	San Francisco	CA	94111	(415)705-8520	Teresa.Serata@sfgov.org
Contact's Name	Title	Mailing Address	City	State	Zip	Phone	Email
Teresa Serata	Dir. Of Strategy and Compliance	10 Lombard Street	San Francisco	CA	94111	(415)705-8520	Teresa.Serata@sfgov.org
Mary Landers	Grant Manager	10 Lombard Street	San Francisco	CA	94111	(415)705-8531	Mary.Landers@sfgov.org
Guy Bernardo	Program Manager	10 Lombard Street	San Francisco	CA	94111	(415)615-2527	guy@bernael.org

10. Statements of Certification
Statement of Certification-Approval Authority Body - RCPGP NON-Comp.

By signing below, I hereby certify I am the duly appointed Authorized Agent and have the authority to apply for the Non-Competitive Regional Catastrophic Preparedness Grant Program, and the urban area's application represents the needs for the Regional Catastrophic Preparedness Grant Program.

Select Application Type: NSGP, TA, SA, UASI, OA -> UASI

Statement of Certification - City Authorized Agent - By signing below, I hereby certify I am the duly appointed Authorized Agent and have the authority to apply for this Grant Program and the UASI's application represents the needs for this Grant Program.

11. Authorized Agent name/signature/date	Signature	Date
Printed Name		Tuesday, September 15, 2009

CALIFORNIA EMERGENCY MANAGEMENT AGENCY

PROJECT DESCRIPTIONS

Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Submittants may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

CFDA #:

97.111

Bay Area UASI
075-95017
September 9, 2009

Project	State Investment Justification Goals and Objectives	Project Description	Need	Project Milestone & Justifications
Project A	Investment Goal Objective	Develop or enhance plans for Donations Management.	There is a need for the Bay Area region to have a coordinated Donations Management Strategy in any catastrophic disaster or event.	At the 6 month mark, this project will be 5% complete and \$26,503 funds will be expended. At the 12 month mark, this project will be 25% complete and \$382,509 funds will be expended. At the 18 month mark, this project will be 100% complete and \$1,530,037 funds will be expended.
Project B	Investment Goal Objective	Conduct a series of Plan Validation Workshops for all plans developed with 2007, 2008 and 2009 RDCIP funding	There is a need for the Bay Area region to have plan validation workshops to test completed plans, identify gaps, and to recommend and implement corrective action.	At the 6 month mark, this project will be 5% complete and \$106,348 funds will be expended. At the 12 month mark, this project will be 25% complete and \$521,741 funds will be expended. At the 18 month mark, this project will be 100% complete and \$2,088,963 funds will be expended.
Project C	Investment Goal Objective			At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the 18 month mark, this project will be ___% complete and \$___ funds will be expended.
Project D	Investment Goal Objective			At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the 18 month mark, this project will be ___% complete and \$___ funds will be expended.
Project E	Investment Goal Objective			At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the 18 month mark, this project will be ___% complete and \$___ funds will be expended.
Project F	Investment Goal Objective			At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the 18 month mark, this project will be ___% complete and \$___ funds will be expended.

AUTHORIZED AGENT

Alterations to this document may result in delayed application approval, modification, or reimbursement requests. Subgrantees may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

CFDA #: 97.111

Bay Area UASI
075-95017

Supporting Information for Reimbursement/Advance of State and Federal Funds

This request is for an/a: Initial Application

This claim is for costs incurred within the grant expenditure period from
2008 to 2009 does not cross fiscal years.

(Beginning Expenditure Period Date)

through

(Ending Expenditure Period Date)

Under Penalty of Perjury I certify that:

I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.

Statement of Certification - Authorized Agent

By signing below, I hereby certify that I am the duly appointed Authorized Agent and have the authority to apply for the Homeland Security, Transit Security, Non-Profit Security Grant Program, PRCP 18, Urban Area Security Initiative, and the Operational Areas application represents the needs for the State Homeland Security Program.

Teresa Serata



9/15/2009

Printed Name

Signature of Authorized Agent

Date

Mail workbooks to:

Rakesh Sharma
Homeland Security Grants - CA/EMA
c/o Emergency Management Agency
3650 Schriever Avenue

California Emergency Management Agency

FY09 Grant Assurances

Name of Applicant: Bay Area Site

Address: 10 Lombard St. Suite 410

City: San Francisco State: CA Zip Code: 94111

Telephone Number: (415) 705-8520 Fax Number: (415) 705-8513

E-Mail Address: Teresa.Serata@sfgov.org

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for federal assistance, and has the institutional managerial and financial capability to ensure proper planning, management and completion of the grant provided by the federal Department of Homeland Security and sub-granted through the State of California, California Emergency management Agency (CALEMA).
2. Will assure that grant funds are only used for allowable, fair, and reasonable costs and is prohibited from transferring funds between programs (State Homeland Security Program, Urban Area Security Initiative, Citizen Corps Program, and Metropolitan Medical Response System).
3. Will give the federal government, the General Accounting Office, the Comptroller General of the United States, the State of California, through any authorized representative, access to and the right to examine all paper or electronic records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or awarding agency directives.
4. Agrees that funds utilized to establish or enhance state and local fusion centers must support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines and achievement of a baseline level of capability as defined by the Fusion Capability Planning Tool.
5. Will provide progress reports and such other information as may be required by the awarding agency, including the Initial Strategy Implementation Plan (ISIP) within 45 (forty-five) days of the award, and update via a report in the Grant Reporting Tool (GRT) twice each year.
6. Will initiate and complete the work within the applicable time frame after receipt of approval from CalEMA.
7. Will comply with FEMA's codified regulation 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, including part 13.1 regarding the payment of interest earned on advances.

- o. Will provide an Equal Employment Opportunity Plan, if applicable, to the Department of Justice Office of Civil Rights within 60 days of grant award.
 - p. Will comply, and assure the compliance of all its subgrantees and contractors, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provision of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1.
- 14. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601 et seq. (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interested in real property acquired for project purposes regardless of federal participation in purchases. Will also comply with Title 44 Code of Federal Regulations, Part 25, Uniform Relocation Assistance and Real Property Acquisition for Federal and federally-assisted programs.
- 15. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 (ten thousand dollars) or more.
- 16. Will comply with all applicable Federal, State, and local environmental and historical preservation (EHP) requirements. Failure to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding. Will comply with all conditions placed on any project as the result of the EHP review; any change to the scope of work of a project will require re-evaluation of compliance with these EHP requirements.
- 17. Agrees not to undertake any project having the potential to impact the EHP resources without the prior written approval of FEMA/CALEMA, including but not limited to communications towers, physical security enhancements, new construction and modifications to buildings that are 50 (fifty) years old or more. Any construction related activities initiated prior to full environmental and historic preservation (EHP) review will result in a non-compliance finding. If ground disturbing activities occur during the project implementation, the recipient must ensure monitoring of the ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease activity in that area and notify CALEMA/FEMA and the appropriate State Historic Preservation Office.
- 18. Will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of this project are not listed in the Environmental Protection Agency's (EPA) list of Violating Facilities, and will notify CALEMA and the Federal Grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- 19. Will provide any information requested by FEMA/CALEMA to insure compliance with applicable laws including the following:
 - a. Institution of environmental quality control measures under the National Environmental Policy Act, National Historical Preservation Act, Archaeological and Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains


23. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
24. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
25. Will comply, if applicable, with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
26. Will comply, if applicable, with the Laboratory Animal Welfare Act of 1966 (P. L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
27. Will comply with the minimum wage and maximum hour provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.
28. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Section 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction sub-agreements.
29. Agrees that:
 - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - b. If any other funds than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a Member of Congress in connection with the federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - c. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all sub recipients shall certify and disclose accordingly.
 - d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
30. Agrees that equipment acquired or obtained with grant funds:
 - a. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the

37. Will comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide and the current US Department of Homeland Security (DHS) Financial Management Guide.
38. Agrees that all allocations and use of funds under this grant will be in accordance with the FY 2009 Regional Catastrophic Preparedness Program Guidance and Application Kit, and the California Supplement to the FY 2009 Regional Catastrophic Preparedness Grant Program and Guidance and Application Kit. All allocations and use of funds under this grant will be in accordance with the Allocations, and use of grant funding must support the goals and objectives included in the State and/or Urban Area Homeland Security Strategies as well as the investments identified in the Investment Justifications which were submitted as part of the California FY 2009 Regional Catastrophic Preparedness Grant Program application. Further, use of FY09 Regional Catastrophic Preparedness Grant Program funds is limited to those investments included in the FY 2009 Regional Catastrophic Preparedness Grant Program Investment Justification submitted to DHS/FEMA and evaluated through the peer review process.
39. Acknowledges that FEMA reserves a royalty-free, non exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: a) the copyright in any work developed under an award or sub-award; and b) any rights of copyright to which a recipient or sub-recipient purchases ownership with Federal support, the recipient agrees to consult with GPD regarding the allocation of any patent rights that arise from, or are purchased with, this funding.
40. Will not make any award or permit any award (subgrant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."
41. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510
 - a. The applicant certifies that it and its principals:
 - (i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.
 - (ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - (iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
43. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.
44. Understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Authorized Agent: 

Printed Name of Authorized Agent: Teresa Serata

Title: Director Strategy and Compliance, Bay Area UASI Date: 9/15/09



**City and County of San Francisco
Office of the Clerk of
BOARD OF SUPERVISORS**

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

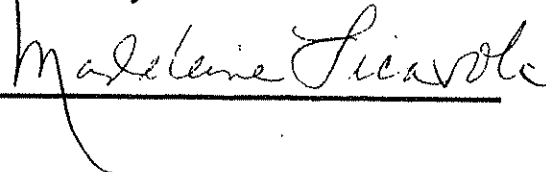
Your attention is hereby directed to the following:

I, Angela Calvillo, Clerk of the Board of the City and County of San Francisco, California do hereby certify that the annexed Resolution No. 262-09 is a full, true and correct copy of the original thereof on file in this office.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the official seal of the City and County of San Francisco, California this 9th day of September, A.D., 2009.

Angela Calvillo
Clerk of the Board
City and County of San Francisco

By



1 [Homeland Security Grants]
2

3 Resolution authorizing designated City and County officials to execute and file on
4 behalf of the City and County of San Francisco, a public entity established under the
5 laws of the State of California, any actions necessary for the purpose of obtaining
6 federal financial assistance provided by the federal Department of Homeland Security
7 and sub-granted through the State of California under various grant programs,
8 including: the FY 09 Homeland Security Grant Program for the FY 09 Urban Areas
9 Security Initiative (UASI) grant, the FY 09 Buffer Zone Protection Program (BZPP) grant,
10 the FY 09 Regional Catastrophic Preparedness Grant Program (RCPGP), the FY 09
11 Interoperable Emergency Communications Grant Program (IECGP) and Public Law 110-
12 329.

13
14 WHEREAS, The State of California, through various homeland security grant
15 programs, provides support for the development and maintenance of the capability of local
16 jurisdictions to prepare for and respond to natural disasters, acts of terrorism, and other man-
17 made disasters and provides for the dispersal of federal funds provided for this purpose under
18 Public law 110-329; and,

19 WHEREAS, The City and County of San Francisco has participated in these programs
20 since their inception and deems participation in these programs as vital to the continued well-
21 being of its citizens; and,

22 WHEREAS, The State of California requires that applicant's agents be named in the
23 resolution, now, therefore, be it

24 RESOLVED, That the Board of Supervisors of the City and County of San Francisco
25 authorizes the Executive Director of the Department of Emergency Management, or in his or



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails Resolution

File Number: 090742

Date Passed:

Resolution authorizing designated City and County officials to execute and file on behalf of the City and County of San Francisco, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California under various grant programs, including: the FY 09 Homeland Security Grant Program for the FY 09 Urban Areas Security Initiative (UASI) grant, the FY 09 Buffer Zone Protection Program (BZPP) grant, the FY 09 Regional Catastrophic Preparedness Grant Program (RCPGP), the FY 09 Interoperable Emergency Communications Grant Program (IECGP) and Public Law 110-329.

June 9, 2009 Board of Supervisors — REFERRED: Budget and Finance Committee

June 23, 2009 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Avalos, Campos, Chiu, Chu, Daly, Dufty, Elsbernd, Mar, Maxwell, Mirkarimi

BAYPLAN
Charter of CAP/BAY Regional Catastrophic Planning Advisory Group

I. Overview and Purpose

- A. Background:** The Department of Homeland Security (DHS) Regional Catastrophic Preparedness Grant Program (RCPGP) is an opportunity to enhance catastrophic incident preparedness across the nation. By focusing on Urban Areas and catastrophic planning scenarios, the RCPGP grant program recognizes that catastrophic events have dramatic impact both within the region of occurrence and in other regions outside of the event. As the catastrophic event and response unfolds, the regions outside of that area may provide the closest mutual aid or public safety resources, sanctuary for the masses displaced from the event or other critical resources expected within the first hours and days of the event. Recognizing that catastrophic events, in some cases, have not been fully understood until Katrina, the RCPGP grant program provides an opportunity and funding support to address planning gaps within our region and expand that capacity to include the communities and regions outside of the Bay Area SUASI that may be impacted by a catastrophic event in the BAY AREA.

In January of 2006, The United States Department of Homeland Security (DHS) combined the three Urban Areas of San Francisco, Oakland, and San Jose governmental entities a combined Bay Area Urban Area or Super-UASI region for the purpose of application for and distribution of grant funds. A regional governance structure 2010 was formed with the signing of a Memorandum of Understanding between City and County of San Francisco; City of Oakland; City of San Jose; Alameda County; and Santa Clara County. This Memorandum of Understanding is in effect until 2010 and has served as a model of collaboration for the Nation. This MOU, attached with this document, outlines the UAWG, Approval Authority, Advisory Group and Working Group structure that supports the regional coordination and collaboration necessary to building and sustaining prevention, response and recovery capabilities. By unanimous vote of the Approval Authority the structures, processes and mechanisms specified in the MOU in applying for, allocating, distributing federal grant funds shall be used as the mechanism and structure to administer, direct and coordinate this joint planning effort for the Regional Catastrophic Planning Grant. The Advisory Group shall be expanded by the General Manager to include other emergency management leaders from the counties or operational areas outside of our normal ten Bay Area Advisory Group that may be impacted by a catastrophic event. Working Groups and the Advisory Groups will expand membership to include transportation, NGO's and private sector subject matter experts for purposes of effective coordination/collaboration throughout this grant performance period.

- B. Mission:** The mission of the RCPT, through the structures established in the governance structure for the SUASI, shall be to increase capabilities to prevent,

respond, and recover from catastrophic events in the Bay Area. It is through this governance structure and by our commitment to regional collaboration and cooperation that we will meet this mission.

C. Executive Sponsors:

Mayor Gavin Newsom, City of San Francisco
Mayor Ron Dellums, City of Oakland
Mayor Chuck Reed, City of San Jose.

D. Purpose and Goals: In accordance with the RCPGP guidance and the structures established within the SUASI MOU, known as the RCPT for purposes of this grant program and charter, RCPT structure shall provide direction and strategic oversight as we collaboratively :

- 1) Identify and resolve shortcomings of existing local, regional plans;
- 2) Expand established collaborative planning bodies to become an expanded regional catastrophic planning community;
- 3) Develop efficient resource allocation expectations and plans.

II. Governance Structure:

The Bay Area SUASI, established in 2006, covers the 10 counties that make up the San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma, The program is managed through a three tiered governance structure which includes (1) the Approval Authority; (2) the Advisory Group; and (3) Working Groups established around core capabilities.

The top tier consists of the Approval Authority that includes the three core cities of Oakland, San Francisco and San Jose and the counties in which they are located: Alameda, San Francisco and Santa Clara. The Regional Administrator for the California Office of Emergency Services Coastal Region is also a member. The Approval Authority provides policy direction to the program and is responsible for final decisions.

The Approval Authority works collaboratively with the Advisory Group composed of the Operational Area emergency management leads for the 10 Bay Area Counties, the three core cities and Coastal OES. The Advisory Group makes policy and programmatic recommendations to the Approval Authority and provides input into the planning process. For purposes of any federal grant authorized by unanimous vote of the Approval Authority to be managed/administered or coordinated through the MOU governance structure, the Approval Authority may authorize the General Manager to expand the members of the Advisory Group. For purposes of the RCPGP, the Advisory Group was expanded to include Operational Area emergency

management leads from outside of the usual ten county footprint of the SUASI (see membership list). The responsibility of the SUASI Advisory Group is to ensure that the projects are truly regional in nature and address the planning scenarios of a catastrophic earthquake and/or human generated event.

The SUASI governance structure utilizes subject matter expertise and stakeholder input in subject area working groups which meet monthly and develop the work product or projects to support the Program initiatives (managed by the Advisory and Approval Authority). The monthly working group areas are: Regional and Catastrophic Planning; Training and Exercises; CBRNE Detection and Response; Medical Surge: Mass Prophylaxis; Infrastructure Protection; Interoperable Communications; Information Sharing and Collaboration; Public Information and Warning: Mass Care; and Community Resiliency. These working groups consists of heavy membership from public safety, health, public utilities, private sector business owners, non-governmental agencies, non-profits/community based or faith based organizations, transportation, ports and our disaster partners (Red Cross). These Working Groups evolved as the SUASI and State OES developed the Regional Emergency Coordination Plan (RECP) and their years of experience allow for cross pollination in the workgroups.

The SUASI Management Team provides Project Managers who manage all grant funded projects and facilitate the work of each working group. The General Manager, reporting to the Approval Authority, is responsible for implementation of SUASI policies and goals including directing the administration and management of all projects; preparing and administering all grants and associated management and budgetary functions. The General Manager selects and directs a multi-jurisdictional, multi-discipline team of project managers/leaders to direct the activities of the working groups.

The SUASI governance structure and MOU shall define voting requirements, reporting and fiscal agent and other obligations.

III. Grant Management/Administration

A. Requirement of Voting:

1. The Approval Authority shall vote as a requirement to formally adopt plans, strategies, assessments, funding priorities and procedures.
2. The Approval Authority shall not be required to vote on routine administrative or project management matters.
3. The Approval Authority shall approve allocations/spending plans associated with this grant and coordinate other funding streams from other grants.

4. The General Manager, as recommended by the expanded Advisory Group, shall present funding priorities, strategies, plans, assessments and other deliverables requiring adoption/approval to the Approval Authority.

B. Coordination:

1. The General Manager and Management Team shall coordinate information and data required to complete the projects/planning between the working groups and expanded Advisory Group.

C. Reporting:

1. The General Manager and Management Team members shall prepare meeting announcements, agendas, rosters and meeting minutes for each of the meetings.
2. The General Manager and Management Team shall provide minutes/rosters to the Approval Authority and Advisory Group and publish same on the SUASI website.

IV. Fiscal Agent

The City and County of San Francisco shall serve as Fiscal Agent for the RCPGP grant. This grant shall be administered in accordance with the obligations and administration as described in the SUASI MOU.

V. Assumptions

The SUASI MOU shall serve as the master document for the administration and management of the RCPGP grant.

VI. Changes to this Charter:

1. Changes to this charter must be recommended by the Advisory Group with formal adoption by the Approval Authority in accordance with any applicable public meeting laws.
2. All changes adopted by the Approval Authority must be indicated in the meeting minutes and require a modification of the master charter agreement.
3. A copy of the amended charter must be supplied to DHS.

Bay Area RCPT Membership List

Approval Authority

Area	Member	Position / Title	Agency	Discipline
City of San Francisco	Gary Massetani	Assistant Chief	Fire Department	Fire
City of Oakland	Renee Domingo	Director	Fire Department- Emergency Services	Emergency Management
City of San Jose	Kim Shunk	Director	Office of Emergency Services	Emergency Management
County of Alameda	Rich Lucia	UnderSheriff	Sheriff Department	Law Enforcement
County of Santa Clara	Kirstin Hofmann	Director	Sheriff Department	Emergency Management
County of San Francisco	Vicki Hennessy	Executive Director	Emergency Management Department	Emergency Management
State of California	John Anderson	Regional Administrator	Cal EMA	Emergency Management

Advisory Group

Area	Member	Position / Title	Agency	
City of San Francisco	Rob Dudgeon	Acting Deputy Director	Emergency Management Department	Emergency Management
City of Oakland	Kathleen Crawford	Deputy Director	Fire Department- Emergency Services	Emergency Management
City of San Jose	Joseph Carrillo	Deputy Fire Chief	San Jose Fire Department	Fire
County of Alameda	James Baker	Assistant Sheriff	Sheriff's Office	Law Enforcement
County of Santa Clara	Bruce Lee	Director of EMS	Office of Emergency Services	Medical
County of San Francisco	Anne Kronenberg	Deputy Director	Public Health Department	Health
State of California	Cecile Rollinson	Deputy Regional Administrator	Cal EMA	Emergency Management
Napa County	Kerry Whitney	Risk Manager	County of Napa	County Government
Sonoma County	Sandy Covall- Alves	Director	Office of Emergency Services	Emergency Management
San Benito	Brian Tempero	Director	Office of Emergency Services	Emergency Management

San Mateo	Carlos Bolanos	Undersheriff	Sheriff Department	Law Enforcement
Contra Costa County	Mike Casten	Commander	Sheriff Department	Law Enforcement
Sacramento County	Meron Agonafer	Planner	Citizen Corps	Citizen Preparedness
Monterey County	Paul Ireland	Director	Office of Emergency Services	Emergency Management
Solano County	Kevin Ives	Director	Office of Emergency Services	Emergency Management
Marin County	Paul Navarro	Captain	Sheriff Department	Law Enforcement

Working Groups

Area	Member	Position / Title	Agency	Discipline
	Scott McCormick	Planner	CARD	Citizen Preparedness
County of Sonoma	Rebecca West	Planner	Human Services Department	Disaster Relief
	Karen Siemsen	Director	Volunteer Center of the East Bay	Citizen Preparedness
County of Solano	Ron Whitfield	Control Officer	Animal Control	Law
County of Santa Cruz	Bob Kennedy	Planner	Public Health	Health
Santa Clara County	Harry Reinstein	Planner	Office of Emergency Services	Emergency Management
Santa Clara County	Dorene Yamaguchi	Planner	Office of Emergency Services	Emergency Management
City of Oakland	Jean English	Planner	Fire Department	Emergency Management
State of California	Milt Yee	Planner	Department of Social Services	Disaster Relief
City of San Francisco	Rob Stengel	Planner	Department of Emergency Management	Emergency Management
City of San Jose	Saman Saffareadeh	Planner	Office of Emergency Services	Emergency Management
	Roger Doncaster	Planner	Red Cross	Disaster Relief
City of San Francisco	Ben Amyes	Planner	Human Services Agency	Disaster Relief
City of Oakland	Coleen Bell	Planner	Office of Emergency Services	Emergency Management
City of San Francisco	Amy Ramirez	Planner	Department of Emergency Management	Emergency Management
City of Santa Rosa	Ed Buonaccorsi	Facility Operations Director	Office of Emergency Services	City Government

	Tracy Stevens-Martin	Planner	UC Davis	Disaster Planning – Animal Services
Contra Costa County	Rick Kovar	Planner	Office of Emergency Services	Emergency Management
City of Sunnyvale	Cheryl Sampson	Planner	Office of Emergency Services	Emergency Management
	Margaret Melsh	Consultant	Volunteer Center of Silicon Valley	Citizen Preparedness
	Kelle Rimmel	Consultant	Rimmel Consulting	Citizen Preparedness
San Mateo County	Brian Molver	Planner	Office of Emergency Services	Emergency Management
City of Oakland	Cathey Eide	Planner	Office of Emergency Services	Emergency Management
	Madelyn Macke	Planner	American Red Cross	Disaster Relief
Santa Cruz County	David McNutt	Volunteer	Medical Reserve Corps	Citizen Preparedness-Health
Solano County	Kevin Ives	Planner	Office of Emergency Services	Emergency Management
City of Vallejo	Ann Cavanaugh	Planner	Fire Department	Emergency Management
	Caroline Ng	Director	Self Help for the Elderly	Citizen Preparedness
City of Gilroy	Yvette Phillips	Planner	Fire Department	Emergency Management
City of San Francisco	Erica Arteseros	NERT Coordinator	Fire Department/NERT	Fire
Contra Costa County	Donna Mann	Planner	Public Health	Health
City of Berkeley	Gil Dong	Planner	Fire Department	Fire
	Alessa Adamo	Planner	San Francisco CARD	Citizen Preparedness
	Debbie Leas	Planner	KTVU	Public Info
	Mickey Berk	Planner	KTVU	Public Info
	Rich Eisner	Planner	Fritz Institute	Non-Profit
	Leslie Krougold	Planner	CERT	Citizen Preparedness
	Brian Whitlow	Planner	San Francisco CARD	Citizen Preparedness
City of Oakland	Demetirus Wren	Planner	Office of Emergency Services	Emergency Management
Alameda County	Marla Blagg	Planner	Fire Department	Emergency Management
Marin County	Jack Schwartz	Planner	Office of Emergency Services	Emergency Management
	Jerry Eisman	Planner	San Francisco State	Citizen Preparedness

			University	
	Cynthia Hsu	Planner	Red Cross	Disaster Relief
State of California	Doug Wisman	Planner	Cal EMA	Emergency Management
	Nancy Miramontez	Planner	Pacific Gas and Electric	Utilities
	Aaron Litwin	Planner	American Red Cross	Disaster Relief
Contra Costa County	Kim Cox	Planner	Health Services	Health
Alameda County	Jan McClellan	Director	Office of Emergency Services	Emergency Management
City of Rio Vista	Geoff Spinner	Firefighter	Fire Department	Fire
	Tessa Shredoff	Planner	Northern California VOAD/Red Cross	Disaster Relief
	Jeanne Perkins	Emergency Planner	Association of Bay Area Governments	Government
City of San Francisco	Kim Walsh	MMRS Coordinator	Emergency Management Department	Emergency Management
City of Fremont	Vic Valdes	MMRS Coordinator	Public Health	Health
City of San Jose	Kim Shunk	MMRS Coordinator	Office of Emergency Services	Emergency Management
City of Oakland	Jean English	MMRS Coordinator	Office of Emergency Services	Emergency Management
Marin County	Anju Goel	Planner	Department of Health & Human Services	Health
San Mateo County	Curtis Chan	Planner	Department of Public Health	Health
Contra Costa County	Kim Cox	Planner	Health Services Department	Health
City of Berkeley	Kathy Dervin	Planner	Department of Public Health	Health
Contra Costa County	Barbara Center	Planner	Department of Public Health	Health
Contra Costa County	Jason Gwaltney	Planner	Department of Public Health	Health
City of San Mateo	Carl Hess	Planner	Office of Emergency Services	Emergency Management
City of Cupertino	Marsha Hovey	Planner	Office of Emergency Services	Emergency Management
Alameda County	Zerlyn Ladua	Planner	Department of Public Health	Health
City/County of San Francisco	Amy Pine	Planner	Department of Public Health	Health

Santa Cruz County	Jamie Riggs-Nagy	Planner	Department of Public Health	Health
San Mateo County	Karen Relucio	Planner	Department of Public Health	Health
Solano County	Ted Selby	Planner	Office of Emergency Services	Emergency Management
Santa Clara County	Kristen Tarabetz	Lieutenant	Sheriff's Department	Law Enforcement
Santa Clara County	Barb Walker	Planner	Department of Public Health	Health
City of Oakland	Linda Wong	Planner	Office of Emergency Services	Emergency Management
	Marc Intermaggio	Executive Director	Building Owners Management Association	Private
City of San Francisco	Sandra Tong	Commander	Police Department	Law
City of San Francisco	Sharon Ferrigno	Lieutenant	Police Department	Law
City of San Francisco	Danny Lopez	Sergeant	Police Department	Law
City of San Francisco	Doug Chin	Lieutenant	Sheriff Department	Law
City of San Francisco	Jin Choi	Senior Deputy	Sheriff Department	Law
City of San Francisco	Rebekah Varela	Planner	Public Health	Health
City of San Francisco	Cynthia Chono	Planner	Public Works	Public Works
City of San Francisco	Win Hoblitzelle	Planner	Municipal Transportation Agency	Transit
City of San Francisco	Sidonie Sansom	Director of Security	Port of San Francisco	Port
	Steve Ohtaki	Assistant Director	Business Executives for National Security	Private
City of Hayward	Thor Poulsen	Captain	Hayward Fire Department	Fire
City of Pleasanton	Genevieve Pastor-Cohen	Emergency Mgmt	Livermore/Pleasanton Fire Department	Fire
City of San Leandro	Kathleen Ornelas	Emergency Mgmt	Office of Emergency Services	Emergency Management
City of San Rafael	Steven Hancock	Emergency Manager	Office of Emergency Services	Emergency Management
City of Santa Cruz	Robert	Emergency	Office of	Emergency

	Solick	Manager	Emergency Services	Management
City of Palo Alto	Kenneth Dueker	Officer	Palo Alto Police Department	Law
City of Petaluma	Mike Ahlin	Battalion Chief	Petaluma Fire Department	Fire
City of Fairfield	Vince Webster	Fire Chief	Fairfield Fire Department	Fire
City of Mountain View	Lynn Brown	Emergency Manager	City of Mountain View	Emergency Management
City of Milpitas	Sean Simonson	Emergency Manager	City of Milpitas	Emergency Management
City of Santa Clara	Gene Sawyer	Emergency Manager	City of Santa Clara	Emergency Management
City of Napa	Tim Borman	Fire Chief	City of Napa	Fire Department
City of South San Francisco	Matt Samson	Firefighter	South San Francisco Fire Dept.	Fire
City of Redwood City	Wade Greene	Fire Department	City of Redwood City	Fire
City of San Jose	Eric Sills	Captain	Police Department	Law Enforcement
City of San Jose	Jay Castellano	Deputy Director	Parks / Recreation / Neighborhood Services	Emergency Management
State of California	Richard Devylder	Advisor to the Secretary	Cal EMA	Emergency Management
City of San Francisco	Kyle Merkins	Lieutenant	San Francisco Fire Dept.	Fire
City of San Francisco	Mark Kearney	Lieutenant	San Francisco Fire Dept.	Fire
City of San Francisco	Babe Franey	Sr. Deputy	San Francisco Sheriff's Office	Law Enforcement
City of San Francisco	Andrea Davis	Planner	Office of Emergency Services	Emergency Management
City of San Francisco	Connie Halog	Planner	Office of Emergency Services	Emergency Management
City of San Francisco	Jill Raycroft	Planner	Office of Emergency Services	Emergency Management

Regional Plan Validation, Enhancement and Implementation Project Plan

Logistics Planning		Tasks	% Complete	Labor/ Work	Duration	Start Date	End Date	Dependencies	Resources
Vendor Selection				236 hours	143 days	9/1/2009	11/29/2010		
1	Develop Scope of Work			40 hours	20 days	9/1/2009	9/21/2009	N/A	Program Manager/Staff
2	Solicit Feedback/Finalize Scope of Work			60 hours	20 days	9/22/2009	10/12/2009	1	Program Manager/Staff
3	Develop RFP and post on website			24 hours	33 days	10/13/2009	11/15/2009	1	Program Manager/Staff
4	Convene RFP Review Committee/Conduct Interviews/Select Vendor			24 hours	10 days	11/16/2009	11/26/2009	2,3	Program Manager/Staff
5	Make Recommendations to Approval Authority for Vendor Selection			8 hours	10 days	12/1/2009	12/11/2009	4	Program Manager/Staff
6	Select Vendor, Draft Contract and Conduct Contract Negotiations			40 hours	20 days	12/12/2009	1/22/2010	5	Program Manager/Staff
7	Finalize Contract and Hire Contractor to Develop a Regional Planning Process Inclusive of Plan Validation Through the Use of Standardized Planning Workshop Models			40 hours	26 days	1/3/2010	1/29/2010	6	Program Manager/Staff
Establish Support System				464 hours	455 days	11/1/2009	3/1/2011		
8	Identify Stakeholders (SMEs) for Project Participation			160 hours	81 days	11/1/2009	1/20/2010	N/A	Program Manager/Staff
9	Solicit Stakeholder (SME) Participation			120 hours	81 days	11/1/2009	1/20/2010	8	Program Manager/Staff
10	Establish Project Steering Committee			40 hours	10 days	1/5/2010	1/15/2010	8,9	Program Manager/Staff
11	Convene Steering Committee for Project Development			32 hours	4 days	1/15/2010	1/19/2010	10	Program Manager/Staff
12	Conduct Project Kick Off Meeting with Vendor and Steering Committee			8 hours	1 day	1/27/2010	1/28/2010	11	Program Manager/Staff and Contractors
13	Conduct Regional Project Seminar and Regularly Scheduled Steering Committee Meetings Inclusive of First Responders			104 hours	397 days	1/29/2010	3/1/2011	12	Program Manager/Staff and Contractors

Regional Plan Validation/Planning Workshop Development								
Development and Implementation of Debris Removal Plan								
Validation and Planning Workshop Process								
			2205 hours	396 days	1/29/2010	3/1/2011		
14	Review Findings From Previously Completed Hazard Identification/Risk Assessment Developed Under the 2006 SUSA Program as well as the San Francisco Bay Area Earthquake Readiness Response Concept of Operations Plan		40 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
15	Review the Debris Removal Plan Funded Through the 2007/2008 RCRGP Process		80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
16	Review Debris Removal Plans on a National Basis and Determine Best Practices		80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
	Conduct Research to Determine Applicability to the Bay Area		65 hours	20 days	2/25/2010	3/17/2010	14, 15, 16	Contractor
18	Review Planning Workshop Models to Ensure Modeling Focus is in Line With State and Federal Doctrine		65 hours	20 days	2/25/2010	3/17/2010	14, 15, 16, 17	Contractor
19	Assess (Survey/Interview) Current Plan Viability as it Pertains to Conducting Debris Removal Operations Following a Catastrophic Event		40 hours	20 days	2/25/2010	3/17/2010	N/A	Contractor
20	Establish Planning Workshop Goals and Objectives		40 hours	20 days	2/25/2010	3/17/2010	14, 19	Contractor/Steering Committee
21	Develop and Implement Necessary Planning Workshop Program Tools		40 hours	20 days	2/25/2010	3/17/2010	14, 20	Contractor/Steering Committee
22	Develop Planning Workshop Delivery Models		60 hours	23 days	3/18/2010	4/10/2010	14, 21	Contractor
23	Include Procedures in Planning Workshop Models that Validates the Integrates/Coordination of Law Enforcement/Protective Action/Prevention Planning Activities		45 hours	17 days	3/24/2010	4/10/2010	14, 22	Contractor/Steering Committee

24	Develop Applicable Tracking Mechanisms For Identifying Planning Gaps and Correcting Same	35 hours	17 days	4/13/2010	4/28/2010	14-23	Contractor/Steering Committee
25	Develop Corrective Action Report and Improvement Plan Process	35 hours	17 days	4/13/2010	4/28/2010	14-24	Contractor/Steering Committee
26	Develop a Sustainment Plan for the Continued Building of Regional Planning Processes	60 hours	20 days	4/29/2010	5/19/2010	14-25	Contractor/Steering Committee
27	Identify Support Structures/Partner Organizations that are Multi-Disciplinary/Multi-Jurisdictional and Can Participate in Planning Workshop Activities	80 hours	20 days	5/20/2010	6/9/2010	14-26	Contractor/Steering Committee
28	Secure Applicable Venues for Planning Workshop Activities	40 hours	20 days	5/20/2010	6/9/2010	14-27	Contractor/Steering Committee
29	Review Validity of Applicable MOUs, Mutual Aid Agreements/Contractual Agreements Necessary for Conducting Debris Removal Operations	40 hours	10 days	6/10/2010	6/20/2010	19-28	Contractor/Steering Committee
30	Develop/Adopt Planning Workshop Model	80 hours	20 days	5/20/2010	6/9/2010	19-29	Contractor/Steering Committee
31	Complete Draft Regional Planning Workshop/Debris Removal Plan Validation Plan	40 hours	10 days	6/10/2010	6/20/2010	19-30	Contractor/Steering Committee
32	Solicit Plan Feedback	40 hours	10 days	6/21/2010	7/1/2010	31	Contractor/Steering Committee
33	Finalize Regional Plan	40 hours	10 days	7/2/2010	7/12/2010	31-32	Contractor/Steering Committee
34	Host Planning Workshops	800 hours	180 days	7/13/2010	7/13/2011	19-33	Contractor/Steering Committee
35	Fix Shortcomings Identified in the Debris Removal Plan	240 hours	90 days	1/1/2010	1/29/2011	19-34	Contractor
36	Complete Corrective Action Report (CAR) Process	60 hours	15 days	1/30/2011	2/14/2011	35	Contractor/Steering Committee
37	Complete Debris Removal Improvement Plan Process	60 hours	15 days	2/14/2011	3/1/2011	36	Contractor

Development and Implementation of Mass Transportation/Evacuation Plan Validation and Planning Workshop Process		2215 hours	396 days	1/29/2010	3/1/2011		
38	Review Findings From Previously Completed Hazard Identification/Risk Assessment Developed Under the 2006 SUSA Program as well as the San Francisco Bay Area Earthquake Readiness Response: Concept of Operations Plan	40 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
39	Review the Mass Transportation/Evacuation Plan Funded Through the 2007/2008 RCPGP Process	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
40	Review Mass Transportation/Evacuation Plans on a National Basis and Determine Best Practices	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
41	Conduct Research to Determine Applicability to the Bay Area	65 hours	20 days	2/25/2010	3/17/2010	38,39,40	Contractor
42	Review Planning Workshop Models to Ensure Modeling Focus is in Line With State and Federal Doctrine	65 hours	20 days	2/25/2010	3/17/2010	38,39,40,41	Contractor
43	Assess (Survey/Interview) Current Plan Viability as it Pertains to Conducting Mass Transportation/Evacuation Operations Following a Catastrophic Event	40 hours	20 days	2/25/2010	3/17/2010	N/A	Contractor
44	Establish Planning Workshop Goals and Objectives	60 hours	23 days	3/18/2010	4/10/2010	38-43	Contractor/Steering Committee
45	Develop and Implement Necessary Planning Workshop Program Tools	45 hours	17 days	3/24/2010	4/10/2010	38-44	Contractor/Steering Committee
46	Develop Planning Workshop Delivery Models	45 hours	17 days	3/24/2010	4/10/2010	38-45	Contractor/Steering Committee
47	Include Procedures in Planning Workshop Models that Validates the Integrates/Coordination of Law Enforcement/Protective Action/Prevention Planning Activities	35 hours	17 days	4/11/2010	4/28/2010	38-46	Contractor/Steering Committee

48	Develop Applicable Tracking Mechanisms For Identifying Gaps and Correcting Same	60 hours	20 days	4/29/2010	5/19/2010	38-47	Contractor/Steering Committee
49	Develop Corrective Action Report and Improvement Plan Process	80 hours	20 days	5/20/2010	6/9/2010	38-48	Contractor/Steering Committee
50	Develop a Sustainment Plan for the Continued Building of Regional Planning Processes	40 hours	20 days	05/20/10	06/09/10	38-49	Contractor/Steering Committee
51	Identify Support Structures/Partner Organizations that are Multi-Discipline/Multi-Jurisdictional and Can Participate in Planning Workshop Activities	80 hours	20 days	5/20/2010	6/9/2010	38-50	Contractor/Steering Committee
52	Secure Applicable Venues for Planning Workshop Activities	40 hours	10 days	6/10/2010	6/20/2010	38-51	Contractor/Steering Committee
53	Review Validity of Applicable MOU's Mutual Aid Agreements/Contractual Agreements Necessary for Conducting Mass Transportation/Evacuation Operations.	40 hours	10 days	6/10/2010	6/20/2010	43-52	Contractor/Steering Committee
54	Develop/Adopt Planning Workshop Model	40 hours	10 days	6/21/2010	7/1/2010	43-53	Contractor/Steering Committee
55	Complete Draft Regional Planning Workshop/Mass Transportation/Evacuation Plan Validation Plan	40 hours	10 days	7/2/2010	7/12/2010	43-54	Contractor/Steering Committee
56	Solicit Plan Feedback	40 hours	10 days	6/21/2010	7/1/2010	43-55	Contractor/Steering Committee
57	Finalize Regional Plan	40 hours	10 days	7/2/2010	7/12/2010	43-56	Committee
58	Host Planning Workshops	800 hours	180 days	7/13/2010	1/13/2011	43-57	Contractor/Steering Committee
59	Fix Shortcomings Identified in the Mass Transportation/Evacuation Plan	240 hours	90 days	11/1/2010	1/29/2011	43-58	Contractor
60	Complete Corrective Action Report (CAR) Process	60 hours	15 days	1/30/2011	2/14/2011	59	Contractor/Steering Committee
61	Complete Mass Transportation/Evacuation Improvement Plan Process	60 hours	15 days	2/14/2011	3/1/2011	60	Contractor

Development and Planning Workshop Process		2205 hours	396 days	1/29/2010	3/1/2011		
62	Review Findings From Previously Completed Hazard Identification/Risk Assessment Developed Under the 2006 SUSA Program as well as the San Francisco Bay Area Earthquake Readiness Response Concept of Operations Plan	40 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
63	Review the Mass Fatality Plan Funded Through the 2007/2008 ROPGR Process	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
64	Review Mass Fatality Plans on a National Basis and Determine Best Practices	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
65	Conduct Research to Determine Applicability to the Bay Area	65 hours	20 days	2/25/2010	3/17/2010	62-63-64	Contractor
66	Review Planning Workshop Models to Ensure Modeling Focus is in Line With State and Federal Doctrine	65 hours	20 days	2/25/2010	3/17/2010	62-63-64-65	Contractor
67	Assess (Survey/Interview) Current Plan Viability as it Pertains to Conducting Mass Fatality Operations Following a Catastrophic Event	40 hours	20 days	2/25/2010	3/17/2010	N/A	Contractor
68	Establish Planning Workshop Goals and Objectives	40 hours	20 days	2/25/2010	3/17/2010	62-67	Contractor/Steering Committee
69	Develop and Implement Necessary Planning Workshop Program Tools	40 hours	20 days	2/25/2010	3/17/2010	62-68	Contractor/Steering Committee
70	Develop Planning Workshop Delivery Models	60 hours	23 days	3/19/2010	4/10/2010	62-69	Contractor/Steering Committee
71	Include Procedures in Planning Workshop Models that Validates the Integrates/Coordination of Law Enforcement Protective Action/Prevention Planning Activities	45 hours	17 days	3/24/2010	4/10/2010	62-70	Contractor/Steering Committee

72	Develop Applicable Tracking Mechanisms For Identifying Planning Gaps and Correcting Same	35 hours	17 days	4/11/2010	4/28/2010	62-71	Contractor/Steering Committee
73	Develop Corrective Action Report and Improvement Plan Process	35 hours	17 days	4/11/2010	4/28/2010	62-72	Contractor/Steering Committee
74	Develop a Sustainment Plan for the Continued Building of Regional Planning Processes	60 hours	20 days	4/29/2010	5/19/2009	62-73	Contractor/Steering Committee
75	Identify Support Structures/Partner Organizations that are Multi-Discipline/Multi-Jurisdictional and Can Participate in Planning Workshop Activities	80 hours	20 days	5/20/2010	6/9/2010	62-74	Contractor/Steering Committee
76	Secure Applicable Venues for Planning Workshop Activities	40 hours	20 days	5/20/2010	6/9/2010	62-75	Contractor/Steering Committee
77	Review Validity of Applicable MOU's, Mutual Aid Agreements/Contractual Agreements Necessary for Conducting Mass Fatality Operations	40 hours	10 days	6/10/2010	6/20/2010	67-76	Contractor/Steering Committee
78	Develop/Adopt Planning Workshop Model	80 hours	20 days	5/20/2010	6/9/2010	67-77	Contractor/Steering Committee
79	Complete Draft Regional Planning Workshop/Mass Fatality Plan Validation Plan	40 hours	10 days	6/10/2010	6/20/2010	67-78	Contractor/Steering Committee
80	Solicit Plan Feedback	40 hours	10 days	6/21/2010	7/1/2010	67-79	Contractor/Steering Committee
81	Finalize Regional Plan	40 hours	10 days	7/22/2010	7/12/2010	67-80	Contractor/Steering Committee
82	Host Planning Workshops	800 hours	180 days	7/13/2010	1/13/2011	67-81	Contractor/Steering Committee
83	Fix Shortcomings Identified in the Mass Fatality Plan	240 hours	90 days	11/11/2010	1/29/2011	67-82	Contractor/Steering Committee
84	Complete Corrective Action Report (CAR) Process	60 hours	15 days	1/30/2011	2/14/2011	83	Contractor/Steering Committee
85	Complete Mass Fatality Improvement Plan Process	60 hours	15 days	2/14/2011	3/1/2011	84	Contractor/Steering Committee

Development and Implementation of Mass Care and Sheltering Plan Validation and Planning Workshop Process		2205 hours	396 days	1/29/2010	3/1/2011		
86	Review Findings From Previously Completed Hazard Identification/Risk Assessment Developed Under the 2006 S/HASt Program as well as the San Francisco Bay Area Earthquake Readiness Response Concept of Operations Plan	40 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
87	Review the Mass Care and Sheltering Plan Funded Through the 2007/2008 RCPGP Process	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
88	Review Mass Care and Sheltering Plans on a National Basis and Determine Best Practices	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
89	Conduct Research to Determine Applicability to the Bay Area	65 hours	20 days	2/25/2010	3/17/2010	86-87-88	Contractor
90	Review Planning Workshop Models to Ensure Modeling Focus is in Line With State and Federal Doctrine	65 hours	20 days	2/25/2010	3/17/2010	86-87-88-89	Contractor
91	Assess (Survey/Interview) Current Plan Viability as it Pertains to Conducting Mass Care and Sheltering Operations Following a Catastrophic Event	40 hours	20 days	2/25/2010	3/17/2010	N/A	Contractor/Steering Committee
92	Establish Planning Workshop Goals and Objectives	40 hours	20 days	2/25/2010	3/17/2010	86-91	Contractor/Steering Committee
93	Develop and Implement Necessary Planning Workshop Program Tools	40 hours	20 days	2/25/2010	3/17/2010	86-92	Contractor/Steering Committee
94	Develop Planning Workshop Delivery Models	60 hours	23 days	3/18/2010	4/10/2010	86-93	Contractor/Steering Committee
95	Include Procedures in Planning Workshop Models that Validates the Integrates/Coordination of Law Enforcement Protective Action/Prevention Planning Activities	45 hours	17 days	3/24/2010	4/10/2010	86-94	Contractor/Steering Committee

96	Develop Applicable Tracking Mechanisms For Identifying Planning Gaps and Correcting Same	35 hours	17 days	4/14/2010	4/28/2010	86-95	Contractor/Steering Committee
97	Develop Corrective Action Report and Improvement Plan Process	35 hours	17 days	4/14/2010	4/28/2010	86-96	Contractor/Steering Committee
98	Develop a Sustainment Plan for the Continued Building of Regional Planning Processes	60 hours	20 days	4/29/2010	5/19/2010	86-97	Contractor/Steering Committee
99	Identify Support Structures/Partner Organizations that are Multi-Discipline/Multi-Jurisdictional and Can Participate in Planning Workshop Activities	80 hours	20 days	5/20/2010	6/9/2010	86-98	Contractor/Steering Committee
100	Secure Applicable Venues for Planning Workshop Activities	40 hours	20 days	5/20/2010	6/9/2010	86-99	Contractor/Steering Committee
101	Review Validity of Applicable MOUs Mutual Aid Agreements/Contractual Agreements Necessary for Conducting Mass Care and Sheltering Operations	40 hours	10 days	6/10/2010	6/20/2010	91-100	Contractor/Steering Committee
102	Develop/Adopt Planning Workshop Model	80 hours	20 days	5/20/2010	6/9/2010	91-101	Contractor/Steering Committee
103	Complete Draft Regional Planning Workshop/Mass Care and Sheltering Plan Validation Plan	40 hours	10 days	6/10/2010	6/20/2010	91-102	Contractor/Steering Committee
104	Select Plan Feedback	40 hours	10 days	6/21/2010	7/1/2010	91-103	Contractor/Steering Committee
105	Finalize Regional Plan	40 hours	10 days	7/21/2010	7/12/2010	91-104	Contractor/Steering Committee
106	Host Planning Workshops	800 hours	180 days	7/13/2010	1/13/2011	91-105	Contractor/Steering Committee
107	Fix Shortcomings Identified in the Mass Care and Sheltering Plan	240 hours	90 days	11/11/2010	1/29/2011	91-106	Contractor
108	Complete Corrective Action Report (CAR) Process	60 hours	15 days	1/30/2011	2/14/2011	107	Contractor/Steering Committee
109	Complete Mass Care and Sheltering Improvement Plan Process	60 hours	15 days	2/14/2011	3/1/2011	108	Contractor

Development and Implementation of Volunteer Management Plan Validation and Planning Workshop Process		2205 hours	396 days	1/29/2010	3/1/2011		
110	Review Findings From Previously Completed Hazard Identification/Risk Assessment Developed Under the 2006 SUSA Program as well as the San Francisco Bay Area Earthquake Readiness Response Concept of Operations Plan	40 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
111	Review the Volunteer Management Plan Funded Through the 2007/2008 RCPGP Process	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
112	Review Volunteer Management Plans on a National Basis and Determine Best Practices	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
113	Conduct Research to Determine Applicability to the Bay Area	65 hours	20 days	2/25/2010	3/17/2010	110-111-112	Contractor
114	Review Planning Workshop Models to Ensure Modeling Focus is in Line With State and Federal Doctrine	65 hours	20 days	2/25/2010	3/17/2010	110-113	Contractor
115	Assess (Survey/Interview) Current Plan Viability as it Pertains to Conducting Volunteer Management Operations Following a Catastrophic Event	40 hours	20 days	2/25/2010	3/17/2010	N/A	Contractor
116	Establish Planning Workshop Goals and Objectives	40 hours	20 days	2/25/2010	3/17/2010	110-115	Contractor/Steering Committee
117	Develop and Implement Necessary Planning Workshop Program Tools	40 hours	20 days	2/25/2010	3/17/2010	110-116	Contractor/Steering Committee
118	Develop Planning Workshop Delivery Models	60 hours	23 days	3/18/2010	4/19/2010	110-117	Contractor/Steering Committee
119	Incorporate Procedures in Planning Workshop Models that Validates the Integrates/Coordination of Law Enforcement/Protective Action/Prevention Planning Activities	45 hours	17 days	3/24/2010	4/10/2010	110-118	Contractor/Steering Committee

120	Develop Applicable Tracking Mechanisms For Identifying Planning Gaps and Correcting Same	35 hours	17 days	4/1/2010	4/28/2010	110-119	Contractor/Steering Committee
121	Develop Corrective Action Report and Improvement Plan Process	35 hours	17 days	4/1/2010	4/28/2010	110-120	Contractor/Steering Committee
122	Develop a Sustainment Plan for the Continued Building of Regional Planning Processes	60 hours	20 days	4/29/2010	5/19/2009	110-121	Contractor/Steering Committee
123	Identify Support Structures/Partner Organizations that are Multi-Discipline/Multi-Jurisdictional and Can Participate in Planning Workshop Activities	80 hours	20 days	5/20/2009	6/9/2010	110-122	Contractor/Steering Committee
124	Secure Applicable Venues for Planning Workshop Activities	40 hours	20 days	5/20/2010	6/9/2010	110-123	Contractor/Steering Committee
125	Review Validity of Applicable MOU's, Mutual Aid Agreements/Contractual Agreements Necessary for Conducting Volunteer Management Operations	40 hours	10 days	6/10/2010	6/20/2010	110-124	Contractor/Steering Committee
126	Develop/Adopt Planning Workshop Model	80 hours	20 days	5/20/2010	6/9/2010	110-125	Contractor/Steering Committee
127	Complete Draft Regional Planning Workshop/Volunteer Management Plan Validation Plan	40 hours	10 days	6/10/2010	6/20/2010	110-126	Contractor/Steering Committee
128	Solicit Plan Feedback	40 hours	10 days	6/21/2010	7/1/2010	110-127	Contractor/Steering Committee
129	Finalize Regional Plan	40 hours	10 days	7/2/2010	7/12/2010	110-128	Contractor/Steering Committee
130	Host Planning Workshops	800 hours	180 days	7/13/2010	1/13/2011	110-129	Contractor/Steering Committee
131	Fix Shortcomings Identified in the Volunteer Management Plan	240 hours	90 days	11/12/2010	1/29/2011	115-124	Contractor/Steering Committee
132	Complete Corrective Action Report (CAR) Process	60 hours	15 days	1/30/2011	2/14/2011	131	Contractor/Steering Committee
133	Complete Volunteer Management Improvement Plan Process	60 hours	15 days	2/14/2011	3/1/2011	132	Contractor/Steering Committee

Information Sharing							
Maintain/Update Website		492 hours	455 days	11/1/2009	3/1/2011		
134	Determine Location to Place All Plan Activity on Bay Area SUSA Website	10 hours	5 days	11/1/2009	11/6/2009	N/A	Program Manager/Staff
135	Identify Individual(s) Responsible for Posting and Maintaining	10 hours	4 days	11/7/2009	11/11/2009	N/A	Program Manager/Staff
136	Post Data Associated With All Plans Developed Under This Project	472 hours	444 days	11/1/2009	3/4/2011	134-135	Program Manager/Staff
Monitoring							
FEMA Grant Monitoring Process		700 hours	455 days	11/1/2009	3/1/2011		
/	Compile/Submit Data for Quarterly Financial Status Reports (FSR)	229 hours	40 days	11/1/2009	3/1/2011	14-135	Program Manager/Staff
138	Compile/Submit Data for Planning Strategy Implementation Reports (SIR)	220 hours	40 days	11/1/2009	3/1/2011	14-136	Program Manager/Staff
139	Compile/Submit Data for Category Assistance Progress Report (CAPR)	220 hours	40 days	11/1/2009	3/1/2011	14-136	Program Manager/Staff
140	Host Monitoring Visits by FEMA	40 hours	5 days	11/1/2009	3/1/2011	N/A	Program Manager/Staff

Grant Close Out							
Grant Close Out Process		980	98 days	3/2/2011	6/1/2011		
141	Obtain/Process Final Billing Documents from Contractors	160 hours	30 days	3/2/2011	4/2/2011	141-140	Program Manager/Staff
142	Process all Outstanding Invoices	160 hours	30 days	3/2/2011	4/2/2011	141-141	Program Manager/Staff
143	Close Out all Contracts/Agreements	160 hours	30 days	3/2/2011	4/2/2011	141-142	Program Manager/Staff
144	Submit all of Final Cash Reimbursement	140 hours	28 days	4/3/2011	5/1/2011	141-142-143	Program Manager/Staff
145	Prepare and Submit Final SR	180 hours	30 days	5/1/2011	6/1/2011	141-144	Program Manager/Staff
146	Prepare and Submit Final CAPR	180 hours	30 days	5/1/2011	6/1/2011	141-145	Program Manager/Staff

Regional Economic Recovery Planning Project Plan

Logistics Planning		Tasks	% Complete	Labor/ Work	Duration	Start Date	End Date	Dependencies	Resources
Vendor Selection									
1	Develop Scope of Work			40 hours	20 days	9/1/2009	9/21/2009	N/A	Program Manager/Staff
2	Solicit Feedback/Finalize Scope of Work			60 hours	20 days	9/22/2009	10/12/2009	1	Program Manager/Staff
3	Develop RFP and post on website			24 hours	33 days	10/13/2009	11/15/2009	1	Program Manager/Staff
4	Convene RFP Review Committee/Conduct Interviews/Select Vendor			24 hours	10 days	11/16/2009	11/26/2009	2,3	Program Manager/Staff
5	Make Recommendations to Approval Authority for Vendor Selection			8 hours	10 days	12/1/2009	12/11/2009	4	Program Manager/Staff
6	Select Vendor Draft Contract and Conduct Contract Negotiations			40 hours	20 days	12/12/2009	1/2/2010	5	Program Manager/Staff
7	Finalize Contract and Hire Contractor to Develop a Donations Management Plan and County/City Templates			40 hours	26 days	1/3/2010	1/29/2010	6	Program Manager/Staff
Establish Support System									
8	Identify Stakeholders (SMEs) for Project Participation			160 hours	81 days	11/11/2009	1/20/2010	N/A	Program Manager/Staff
9	Solicit Stakeholder (SME) Participation			120 hours	81 days	11/11/2009	1/20/2010	8	Program Manager/Staff
10	Establish Project Steering Committee			40 hours	10 days	1/5/2010	1/15/2010	8,9	Program Manager/Staff
	Convene Steering Committee for Project Development			32 hours	4 days	1/15/2010	1/19/2010	10	Program Manager/Staff
12	Conduct Project Kick Off Meeting with Vendor and Steering Committee			8 hours	1 day	1/27/2010	1/28/2010	11	Program Manager/Staff and Contractors
13	Conduct Regional Project Seminar and Regularly Scheduled Steering Committee Meetings Inclusive of First Responders			104 hours	397 days	1/29/2010	3/1/2011	12	Program Manager/Staff and Contractors

Regional Plan Development

		2405	330 days	1/29/2010	12/24/2010		
Development of Donations Management Plan	Review Findings From Previously Completed Hazard Identification/Risk Assessment Developed Under the 2006 SVA/SI Program as well as the San Francisco Bay Area Earthquake Readiness Response Concept of Operations Plan	40 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
14	Identify, Solicit and Gather Donations Management Plans from Within the Bay Area	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
15	Identify Plans on a National Basis and Determine Best Practices	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
16	Conduct Research to Determine Applicability to the Bay Area	65 hours	20 days	2/25/2010	3/17/2010	14, 15, 16	Contractor
	Assess (Survey/Interview) the Current/Surge Capability of the Bay Area to Conduct Donations Management Operations Following a Catastrophic Event	65 hours	20 days	2/25/2010	3/17/2010	14, 15, 16, 17	Contractor
18	Research Applicable Laws, Rules and Regulations Surrounding Donations Management Operations Including Acceptance/Distribution of Cash and Non-Cash Donations	40 hours	20 days	2/25/2010	3/17/2010	N/A	Contractor
19	Develop Governance Structures for the Effective Utilization of Cash and Non-Cash Donations	40 hours	20 days	2/25/2010	3/17/2010	14, 19	Contractor/Steering Committee
20	Identify Mechanisms and Authorities for Activating Local State and Federal Resources	40 hours	20 days	2/25/2010	3/17/2010	14, 20	Contractor/Steering Committee
21	Develop Protocols for Donations Management Operations Including Methods for Recycling and Redistribution of Donated Items	60 hours	23 days	3/18/2010	4/10/2010	14, 21	Contractor/Steering Committee
22	Identify All Donations Management Phases Including Logistics and Supply Chain Models	45 hours	17 days	3/24/2010	4/10/2010	14, 22	Contractor/Steering Committee
23	Determine the Most Probable Means of Transportation and Routes of Travel for the Movement and Staging of Donated Commodities	35 hours	17 days	4/11/2010	4/28/2010	14, 23	Contractor/Steering Committee

25	Identify All Aspects of Mobilization and Demobilization	35 hours	17 days	4/11/2010	4/28/2010	14-24	Contractor/Steering Committee
26	Identify and Create Goals and Objectives	60 hours	20 days	4/29/2010	5/19/2010	14-25	Contractor/Steering Committee
27	Identify and Create Roles and Responsibilities for Local, State, Federal and Private Sector Entities Incorporated into the Plan	60 hours	20 days	5/20/2010	6/9/2010	14-26	Contractor/Steering Committee
28	Develop Protocols and Sampled Text for PIO/Risk Communication Messaging	40 hours	20 days	5/20/2010	06/09/10	14-27	Contractor/Steering Committee
29	Identify Staffing Needs and Sources of Obtaining Staff	40 hours	10 days	6/10/2010	06/20/10	19-28	Contractor/Steering Committee
30	Establish Procedures To Integrate/Coordinate Law Enforcement Protective Action/Prevention Planning into the Plan	80 hours	20 days	5/20/2010	6/9/2010	19-29	Contractor/Steering Committee
31	Identify/Incident Command System Structures	40 hours	10 days	6/10/2010	6/20/2010	N/A	Contractor/Steering Committee
32	Identify Storage/Mechanisms and Facilities Throughout the Region Where Donated Goods Can be Warehoused/Screened, Distributed or Disposed of	40 hours	10 days	6/10/2010	6/20/2010	19-30	Contractor/Steering Committee
33	Identify Support Structures/Partner Organizations and Private Sector Enterprise That Can Assist in Donation Management Activities	40 hours	10 days	6/21/2010	7/1/2010	19-32	Contractor/Steering Committee
34	Identify Applicable MOUs, Mutual Aid Agreements/Contractual Agreements	40 hours	10 days	7/2/2010	7/12/2010	N/A	Contractor/Steering Committee
35	Draft Regional Donations Management Plan	800 hours	122 days	7/14/2010	11/12/2010	19-34	Contractor/Steering Committee
36	Solicit Plan Feedback	40 hours	10 days	11/13/2010	11/23/2010	35	Contractor/Steering Committee
37	Finalize Regional Donations Management Plan	480 hours	30 days	11/24/2010	12/24/2010	36	Contractor/Steering Committee

Development of Community Based Organization/Small Business Recovery and Resiliency Plan		2295 hours	330 days	1/29/2010	12/24/2010		
38	Review Findings From Previously Completed Hazard Identification/Risk Assessment Developed Under the 2006 S/JASL Program as well as the San Francisco Bay Area Earthquake Readiness Response Concept of Operations Plan.	40 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
39	Identify, Solicit and Gather Recovery and Resiliency Plans from Within the Bay Area	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
40	Identify Plans on a National Basis and Determine Best Practices	80 hours	25 days	1/29/2010	2/24/2010	N/A	Contractor
41	Conduct Research to Determine Applicability to the Bay Area	65 hours	20 days	2/25/2010	3/17/2010	38, 39, 40	Contractor
42	Assess (Survey/Interview) the Current/Surge Capability of the Bay Area to Conduct Recovery and Resiliency Operations Within Community Based Organizations/Small Businesses Following a Catastrophic Event	65 hours	20 days	2/25/2010	3/17/2010	38, 39, 40, 41	Contractor
43	Research Applicable Laws, Rules and Regulations Surrounding Recovery and Resiliency Operations Conducted Within Community Based Organizations/Small Businesses	40 hours	20 days	2/25/2010	3/17/2010	N/A	Contractor
44	Develop Standardized Procedures for Requesting/Providing Assistance to Community Based Organizations/Small Businesses	60 hours	23 days	3/18/2010	4/10/2010	38, 43	Contractor/Steering Committee
45	Create an Inventory of Community Based Organization/Small Businesses in the Bay Area and Ascertain Resources Used to Support These Organizations	45 hours	17 days	3/24/2010	4/10/2010	N/A	Contractor/Steering Committee
46	Identify Commonalities Within the Region for Possible Linking of Recovery and Resiliency Resources	45 hours	17 days	3/24/2010	4/10/2010	45	Contractor/Steering Committee
47	Identify All Aspects of Activation and Deactivation	35 hours	17 days	4/17/2010	4/28/2010	38, 46	Contractor/Steering Committee

48	Identify and Create Goals and Objectives Identify and Create Roles and Responsibilities of Local, State, Federal and Private Sector Entities Incorporated into the Plan	60 hours	20 days	4/29/2010	5/19/2010	38-47	Contractor/Steering Committee
49	Develop Protocols and Scripted Text for PIO/RISK Communication Messaging	80 hours	20 days	5/20/2010	6/9/2010	38-48	Contractor/Steering Committee
50	Establish Procedures To Integrate Coordinate Law Enforcement Protective Action/Prevention Planning into the Plan	40 hours	20 days	5/20/2010	6/9/2010	38-49	Contractor/Steering Committee
51	Identify Staffing Needs Sources of Obtaining Staff	80 hours	20 days	5/20/2010	6/9/2010	43-50	Contractor/Steering Committee
52	Identify Incident Command System Structures	40 hours	10 days	6/10/2010	6/20/2010	43-51	Contractor/Steering Committee
53	Identify Support Structures/Partner Organizations and Private Sector Enterprise	40 hours	10 days	6/10/2010	6/20/2010	N/A	Contractor/Steering Committee
54	Identify Applicable MOUs/Mutual Aid Agreements/Contractual Agreements	40 hours	10 days	6/21/2010	7/1/2010	43-53	Contractor/Steering Committee
55	Draft Regional Community Based Organization/Small Business Recovery and Resiliency Plan	800 hours	122 days	7/12/2010	7/12/2010	N/A	Contractor/Steering Committee
56	Solicit Plan Feedback	40 hours	10 days	7/14/2010	7/23/2010	43-55	Contractor/Steering Committee
57	Finalize Regional Community Based Organization/Small Business Recovery and Resiliency Plan	480 hours	30 days	11/24/2010	12/24/2010	57	Contractor

Local Plan Development									
Development of County/Core City Plan Templates									
		840	hours	165 days	7/13/2010	12/24/2010			
59	Review the RECP	40 hours	5 days	7/13/2010	7/18/2010	N/A	Contractor/Steering Committee		
60	Review Component Modules of Each Newly Created Regional Plan	80 hours	20 days	7/19/2010	8/8/2010	14-58	Contractor/Steering Committee		
61	Identify Criteria Needed to Develop County/Core City Local Plan Templates	80 hours	25 days	8/9/2010	9/3/2010	59-60	Contractor/Steering Committee		
62	Draft County/Core City Local Plan Templates	400 hours	70 days	9/4/2010	11/12/2010	59,60,61	Contractor		
63	Solicit Plan Feedback	40 hours	10 days	11/13/2010	11/23/2010	62	Contractor/Steering Committee		
64	Finalize County/Core City Local Plan Templates	200 hours	30 days	11/24/2010	12/24/2010	63	Contractor		
County/Core City Donations Management Plan Template Roll-Out									
		872	hours	212 days	8/1/2010	3/1/2011			
65	Host Regional Planner Kick Off Meeting	8 hours	1 day	8/1/2010	8/2/2010	N/A	Contractor/Program Manager/Staff		
66	Develop Project Plan for County/Core City Template Roll-Out	40 hours	5 days	8/3/2010	8/8/2010	65	Contractor/Program Manager/Staff		
67	Assignments/Action Plans Developed and Given to the Planners	40 hours	5 days	8/9/2010	8/14/2010	66	Contractor/Program Manager/Staff		
68	Planners Convene Stakeholder Meetings in Assigned Areas	80 hours	77 days	8/15/2010	3/1/2011	65,66,67	Contractor/Planners		
69	Monitoring/Oversight Provided to Planners by Project Program Managers During Plan Development	244 hours	122 days	8/15/2010	3/1/2011	65,66,67,68	Contractor/Program Manager/Staff		
70	Planners Draft County/Core City Plans	240 hours	60 days	11/20/2010	1/20/2011	65,69	Contractor/Planners		
71	Solicit Plan Feedback	40 hours	10 days	1/21/2011	1/31/2011	70	Contractor/Steering Committee/Program Manager/Staff/County/Core City Personnel		
72	Final Plans are Developed and Distributed	120 hours	30 days	2/1/2011	3/1/2011	71	Contractor/Planners		

Information Sharing							
Maintain/Update Website		492	hours	455 days	11/1/2009	3/1/2011	
73	Determine Location to Place All Plan Activity on Bay Area VAS Website	10 hours	5 days	11/1/2009	11/6/2009	N/A	Program Manager/Staff
74	Identify Individual(s) Responsible for Posting and Maintaining	10 hours	4 days	11/7/2009	11/11/2009	N/A	Program Manager/Staff
75	Post Data Associated With All Plans Developed Under This Project	472 hours	444 days	11/12/2009	3/1/2011	2374	Program Manager/Staff
Monitoring							
FEMA Grant Monitoring Process		700	hours	455 days	11/1/2009	3/1/2011	
	Compile/Submit Data for Quarterly Financial Status Reports (FSR)	220 hours	40 days	11/1/2009	3/1/2011	1475	Program Manager/Staff
77	Compile/Submit Data for Biannual Strategy Implementation Reports (BSIR)	220 hours	40 days	11/1/2009	3/1/2011	1475	Program Manager/Staff
78	Compile/Submit Data for Categorical Assistance Progress Report (CAPR)	220 hours	40 days	11/1/2009	3/1/2011	1475	Program Manager/Staff
79	Host Monitoring Visits by FEMA	40 hours	5 days	11/1/2009	3/1/2011	N/A	Program Manager/Staff

Grant Close Out									
Grant Close Out Process									
			980	98	3/2/2011	6/1/2011			
			hours	days					
80	Obtain/Process Final Billing Documents from Contractors		160 hours	30 days	3/2/2011	4/2/2011	14-79		Program Manager/Staff
81	Process all Outstanding Invoices		160 hours	30 days	3/2/2011	4/2/2011	14-80		Program Manager/Staff
82	Close Out all Contracts/Agreements		160 hours	30 days	3/2/2011	4/2/2011	14-81		Program Manager/Staff
83	Submit all Final Cash Reimbursement		140 hours	28 days	4/3/2011	5/1/2011	80-81, 82		Program Manager/Staff
84	Prepare and Submit Final PFR		180 hours	30 days	5/1/2011	6/1/2011	80-81, 82, 83		Program Manager/Staff
85	Prepare and Submit Final CAPR		180 hours	30 days	5/1/2011	6/1/2011	80-84		Program Manager/Staff

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MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY AND COUNTY OF SAN FRANCISCO; CITY OF OAKLAND;
CITY OF SAN JOSE; ALAMEDA COUNTY; AND SANTA CLARA COUNTY

This Memorandum of Understanding ("MOU") dated for convenience of reference as of July 1, 2007, sets forth the agreements of the City and County of San Francisco, California ("San Francisco"), the City of Oakland, California ("Oakland"), the City of San Jose, California ("San Jose"), Alameda County, California ("Alameda"), and Santa Clara County, California ("Santa Clara"), relating to the application for and allocation and distribution of federal Urban Areas Security Initiative ("UASI") Program grant funds.

This MOU is made with reference to the following facts and circumstances:

- A. The above named cities and counties (collectively and individually, the "Parties") are committed to regional cooperation and coordination in building and sustaining capabilities to provide the highest feasible level of prevention, protection, response, and recovery from threats or acts of terrorism and other catastrophic events in the Bay Area region.
- B. On January 3, 2006, the United States Department of Homeland Security ("DHS") announced that it had combined the Parties and other Bay Area governmental entities into a combined Bay Area "Urban Area" or Super-UASI region ("SUASI region") for the purpose of application for and distribution of Fiscal Year 2006 UASI Program grant funds. DHS continued that SUASI region structure for application and distribution of Fiscal Year 2007 UASI Program grant funds. The Parties anticipate that DHS will continue to use the SUASI region structure for UASI Program grants in future fiscal years.
- C. For the Fiscal Year 2006 UASI Program, DHS required each Urban Area to establish an Urban Area Working Group ("UAWG") to act as an executive steering committee to provide overall governance of the homeland security program across the regional area encompassed within the defined Urban Area, to coordinate development and implementation of all UASI Program initiatives, and to ensure that all programmatic requirements associated with participation in the UASI Program were fulfilled. DHS continued the UAWG requirement in the Fiscal Year 2007 UASI Program.
- D. For the Fiscal Year 2006 UASI Program, DHS required also that the UAWG provide either direct or indirect representation for all the jurisdictions that comprise the Urban Area. DHS continued that requirement in the Fiscal Year 2007 UASI Program.
- E. DHS also required the UAWG to develop a methodology for allocating UASI Program funds throughout the SUASI region. That requirement continued into Fiscal Year 2007.
- F. In Fiscal Year 2006, the Parties committed to cooperate for the purposes of applying for, allocating and distributing the Fiscal Year 2006 UASI Program funds, and entered into a

Memorandum of Understanding Between City and County of San Francisco; City of Oakland; City of San Jose; Alameda County; and Santa Clara County, dated July 1, 2006 ("2006 MOU").

G. The 2006 MOU created a layered governance structure, including an Approval Authority, an Advisory Group and a Management Team, assisted by various working groups based on the initiatives described in the SUASI region's Fiscal Year 2006 grant submission.

H. The Parties wish to renew and update their existing agreements regarding the SUASI region mission, governance structure, responsibilities, reporting structure and financial arrangements, and to use the agreements, structures, processes and mechanisms agreed to below in applying for, allocating and distributing UASI Program grant funding for the Urban Area for Fiscal Year 2007 and future fiscal years.

ACCORDINGLY, the Parties agree as follows:

I. Bay Area SUASI Region Approval Authority: The Bay Area SUASI Region Approval Authority ("Approval Authority"), created by the Parties in the 2006 MOU, shall continue for the purposes and on the terms and conditions set forth below.

a. Membership. The Parties shall appoint members to the Approval Authority as follows:

- i. City and County of San Francisco, CA – 2 members, each with full voting authority.
- ii. City of Oakland, CA – 1 member with full voting authority.
- iii. City of San Jose, CA – 1 member with full voting authority.
- iv. Alameda County, CA – 1 member with full voting authority.
- v. Santa Clara County, CA – 1 member with full voting authority.
- vi. The Parties shall invite the California Governor's Office of Emergency Services ("OES") Coastal Region to appoint 1 advisory member to the Approval Authority. The OES member shall have authority to vote only in the event of a tie vote among the other voting members. The role of the OES member shall be to facilitate Approval Authority and Management Team coordination with the State of California homeland security and emergency preparedness departments and services.

b. Selection of Representatives. Each Party is responsible for selecting its own representative(s) to the Approval Authority.

c. Purpose. The purpose of the Approval Authority is to provide effective UASI Program direction and governance and to coordinate UASI Program development and implementation for the SUASI region. The Approval Authority shall be responsible for

developing the SUASI region homeland security strategy, developing investment identifications and justifications, establishing funding allocation methodologies, approving all UASI Program grant applications, approving all UASI-funded projects and programs, and making the final decisions on allocation and distribution of UASI Program grant funds.

- d. UAWG. The Approval Authority, along with the Management Team and any advisory and working groups created by the General Manager, shall constitute the UAWG for the SUASI region.
 - e. Quorum. The Approval Authority shall hold meetings and conduct business only when a quorum is present. A quorum shall mean a majority of the members of the Approval Authority with full voting authority (i.e., at least four of the six members with full voting authority). The presence of the OES representative shall not count towards the quorum requirement.
 - f. Decisionmaking. Unless otherwise specified herein, all decisions of the Approval Authority requiring a vote of the Authority shall require the affirmative vote of a majority of the full-voting members of the Authority (i.e., at least four affirmative votes). Each full-voting member present at a meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the full-voting members present.
 - g. Voting Authority. Except as provided herein, each member of the Approval Authority shall have one vote on all issues requiring a vote of the Approval Authority under this Agreement. These issues shall include (i) developing the SUASI region homeland security strategy, (ii) developing investment identifications and justifications, (iii) establishing funding allocation methodologies, (iv) approving the grant application, (v) approving UASI Program grant-funded programs, (vi) approving allocation and distribution of UASI Program grant funds, and (vii) other issues as determined by the Approval Authority. The California OES member shall have one vote, but may vote only in the event of a tie vote between the members with full voting authority.
 - h. Other Federal Grants. The Approval Authority may decide to apply the agreements, structures, processes and mechanisms specified in this MOU in applying for, allocating and distributing other types of federal grant funding for the SUASI region. Any such decision shall be by unanimous vote of the Approval Authority.
2. City and County of San Francisco Obligations. During the term of this MOU, San Francisco will provide the following services to the Approval Authority:
 - a. Designate 2 individuals as full voting members of the Approval Authority.
 - b. Chair meetings of the Approval Authority.

- c. Serve as the SUASI region point of contact with the federal DHS and the California Office of Homeland Security ("OHS") in connection with UASI Program grant funding.
 - d. Serve as the Fiscal Agent for the Approval Authority, and establish procedures and provide all financial services for distribution of UASI Program grant funds within the SUASI region.
 - e. Serve as the grantee for UASI funds granted by the DHS and OHS to the SUASI region, and establish procedures and execute subgrant agreements for the distribution of UASI Program grant funds to jurisdictions selected by the Approval Authority to receive grant funding.
3. City of Oakland Obligations. During the term of this MOU, Oakland will provide the following services to the Approval Authority:
 - a. Designate 1 individual as a full voting member of the Approval Authority.
4. City of San Jose Obligations. During the term of this MOU, San Jose will provide the following services to the Approval Authority:
 - a. Designate 1 individual as a full voting member of the Approval Authority.
5. Alameda County Obligations. During the term of this MOU, Alameda will provide the following services to the Approval Authority:
 - a. Designate 1 individual as a full voting member of the Approval Authority.
6. Santa Clara County Obligations. During the term of this MOU, Santa Clara will provide the following services to the Approval Authority:
 - a. Designate 1 individual as a full voting member of the Approval Authority.
7. General Manager for the SUASI Region Program.
 - a. Subject to subsection (b) below, the Approval Authority has the authority by vote of the Authority to select, evaluate, discipline and remove a General Manager for the SUASI Program. The Approval Authority may establish by vote of the Authority the minimum qualifications for the General Manager position, as well as desired and preferred qualifications.
 - b. The General Manager shall be an employee, consultant or contractor of a Party or another governmental entity within the SUASI region, and shall be assigned to work full-time as the SUASI Program General Manager. The General Manager position shall be funded through grant funds to the extent funds are available and allocated by the Approval Authority for that purpose.

- c. The General Manager shall be responsible for implementing and managing the policy and program decisions of the Approval Authority, and performing other duties as determined and directed by the Approval Authority. The Approval Authority may establish by vote of the Authority additional job functions, duties and responsibilities for the General Manager position.
 - d. The General Manager shall establish a process to ensure either direct or indirect representation for all jurisdictions that comprise the Urban Area. The process developed by the General Manager shall ensure direct representation for at least the following jurisdictions: Marin County, Sonoma County, Napa County, Solano County, Contra Costa County, Alameda County, Santa Clara County, Santa Cruz County, San Mateo County, the City and County of San Francisco, the City of Oakland, and the City of San Jose.
 - e. The General Manager may establish discipline specific and/or geographically determined working groups to make comprehensive assessments and recommendations that address the target capability strengths and weaknesses on a regional basis. The Parties shall provide adequate personnel to participate on and support any working groups established by the General Manager.
 - f. The General Manager shall coordinate and collaborate with the Bay Area Metropolitan Medical Response Systems, the Bay Area Transportation Security Working Group, the Bay Area Citizen Corps Councils, the Area Maritime Security Committee, and any other stakeholders identified by the Approval Authority or Management Team. As appropriate, the General Manager may invite stakeholders to participate in any advisory or working groups established by the General Manager.
8. Management Team for the SUASI Region Program.
- a. In consultation with the Approval Authority, the General Manager shall select, direct and manage a Management Team to support the Approval Authority and the SUASI region's initiatives and projects, and shall make reasonable efforts to balance regional representation on the Team. The members of this Team shall be employees, consultants, or contractors of the Parties or other governmental entities within the SUASI region, and shall be assigned to serve full-time on the Management Team. The salaries of the employees, consultants or contractors selected to serve on the Management Team shall be funded through grant funds to the extent funds are available and allocated by the Approval Authority for that purpose.
 - b. In addition to the members of the Management Team selected under subparagraph (a) above, the Fiscal Agent shall identify and designate an employee, consultant or contractor of the Fiscal Agent to serve as a member of the Management Team, to act as the liaison to the Fiscal Agent for the Management Team. The salary of that employee, consultant or contractor shall be funded through grant funds to the extent funds are available and allocated by the Approval Authority for that purpose.

- c. The Management Team, under the direction of the General Manager, shall perform the follow functions and duties:
 - i. Oversee and execute all administrative tasks associated with application for and distribution of UASI Program grant funds and programs.
 - ii. Coordinate, monitor and as appropriate manage all UASI Program grant-funded projects and programs approved by the Approval Authority.
 - iii. Maintain all records associated with the activities of the Approval Authority, Management Team and any advisory and working groups, including but not limited to records regarding UASI Program grant application, funding and disbursement processes.
 - iv. Work with any advisory and working groups, as well as appropriate Bay Area stakeholders, to obtain input and make recommendations to the Approval Authority on application, allocation and distribution of UASI Program grant funds, and policy and programmatic objectives.
 - v. Coordinate and manage any advisory and working groups, and serve as the liaison between those groups.
 - d. The Approval Authority may establish by vote of the Authority additional functions, duties and responsibilities for the Management Team.
9. Grants and Contracts Awarded for UASI Grant-Funded Projects. All grants and contracts awarded using UASI Program grant funds received by the SUASI region shall conform to all applicable federal and state grant and contracting requirements. Grants and contracts shall be awarded for particular projects and program, as follows:
- a. The Approval Authority shall determine the projects and programs to be funded, and shall decide which jurisdictions in the SUASI region will receive grants funds ("subrecipients"), the amount of funds allocated and the projects or programs to be funded. A jurisdiction may decline to receive grant funds for a project allocated to that jurisdiction by the Approval Authority. If a jurisdiction does so, the Management Team shall notify the Approval Authority, which shall reallocate the grant funds for that project to an alternative subrecipient.
 - b. San Francisco shall be the primary grantee of UASI Program grant funds. The Management Team shall inform San Francisco of the Approval Authority's grant allocation determinations, and request that San Francisco disburse the funds pursuant to the Approval Authority's direction.
 - c. San Francisco shall disburse grant funds to subrecipients pursuant to guidelines and requirements established by San Francisco in its capacity as fiscal agent and primary subgrantee.

- d. Each subrecipient shall be responsible for all aspects of the UASI grant-funded projects and programs allocated to that jurisdiction by the Approval Authority, including contracting, project management, ensuring compliance with federal and state grant requirement and decisions of the Approval Authority, equipment purchase, installation and maintenance, and any permitting, environmental or other requirements necessary for any project or program approved by Approval Authority for that jurisdiction.
 - e. Before issuing any Request for Proposal related to a UASI grant-funded project or program, a subrecipient shall coordinate with the Management Team to ensure that the Request For Proposal, including the scope of work, meets the SUASI Program requirements for the project or program. After approval from the Management Team, each subrecipient shall select a contractor and issue the contract under its own contracting authority and process. In addition, subrecipients shall coordinate with the Management Team as requested by the Management Team, to allow the Management Team to coordinate, monitor and as appropriate manage UASI grant-funded projects and programs across the SUASI region.
 - f. For regional projects, the Management Team shall ensure coordination of the projects and programs allocated to the individual subrecipient jurisdictions.
10. **Fiscal Agent.** All requests for funding or reimbursement from the Fiscal Agent shall meet guidelines and requirements established by the Fiscal Agent. The guidelines shall include requirements for record keeping, internal audits, signature authority for approval of reimbursement requests, submission of financial reports, and compliance with professional accounting standards. The Fiscal Agent shall be entitled to reasonable costs for services performed. Periodically, the Fiscal Agent may submit request for payment, which the Approval Authority shall review and approve within thirty (30) days.
11. **Indemnification.** In lieu of and notwithstanding the pro rata risk allocation that might otherwise be imposed between the Parties pursuant to Government Code Section 895.6, the Parties agree that all Losses (as defined below) incurred by a Party in connection with this MOU or the activities contemplated by this MOU shall not be shared pro rata but instead the Parties agree that pursuant to Government Code Section 895.4, each of the Parties hereto shall fully indemnify and hold each of the other Parties, including, without limitation, their officers, board members, employees and agents, harmless from any Losses imposed for injury (as defined by Government Code Section 810.8) arising in connection with the negligent acts or omissions or willful misconduct of the indemnifying party, including, without limitation, its officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such Party under this Agreement. No Party, including, without limitation, any officer, board member, employee or agent thereof, shall be responsible for any Losses occurring by reason of the negligent acts or omissions or willful misconduct of other Parties hereto, including, without limitation, their officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such other Parties under this Agreement. For purposes of this Section, Losses shall mean any and all claims, demands, losses, liabilities,

damages (including foreseeable and unforeseeable consequential damages to the extent arising from third party claims), liens, obligations, interest, injuries, penalties, fines, lawsuits and other proceedings, judgments and awards and costs and expenses (including, without limitation, reasonable attorneys' fees and costs, and consultants' fees and costs) of whatever kind or nature, known or unknown, contingent or otherwise.

12. Term. This MOU shall take effect on the Effective Date as described in Section 17 below and shall extend until December 31, 2010, unless sooner terminated as provided below ("Term").
13. Termination. Any Party may terminate this MOU in the event that another Party breaches a material provision hereof and the breaching Party does not cure the breach complained of within thirty (30) days following receipt of written notice of the breach. In addition, any Party may terminate its participation in this Agreement by providing 30-days advance written notice of its termination to all Parties; the Agreement shall continue in effect between with the remaining Parties.

In addition, the Approval Authority may terminate this MOU at any time, for convenience and without cause, by unanimous vote. Any such action of the Approval Authority shall specify the date on which the termination shall become effective.
14. Jurisdiction and Venue. The laws of the State of California shall govern the interpretation and performance of this MOU. Venue for any litigation relating to the formation, interpretation or performance of this MOU shall be in San Francisco, CA.
15. Modification. This MOU may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this MOU.
16. Interpretation. This MOU shall be deemed to have been prepared equally by all Parties and its individual provisions shall not be construed or interpreted more favorably for one Party on the basis that the other Parties prepared it.
17. Effective Date. Upon approval by the governing bodies of each of the Parties, this MOU shall become effective retroactive to July 1, 2007.
18. Complete Agreement. This is a complete agreement and supersedes any prior oral or written agreements of the Parties regarding the process for applying for and distributing UASI Program grant funding for the SUASI region. Specifically, this agreement supersedes the 2006 MOU.

19. Notice.

- a. Any notices required hereunder shall be given as follows:

If to the City and County of San Francisco, to:

Laura Phillips, Executive Director
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
(415) 558-3800
Laura.phillips@sfgov.org

and

Gary Massetani, Deputy Chief of Administration
Fire Department
698 Second Street
San Francisco, CA 94107
(415) 558-3411
Gary.massetani@sfgov.org

If to the City of Oakland, to:

Renee A. Domingo, Director of Emergency Services
1605 Martin Luther King Jr. Way, 2nd Floor
Oakland, CA 94612
(510) 238-3939
RADomingo@oaklandnet.com

If to the City of San Jose, to:

Kimberly Shunk, Emergency Preparedness Director
855 N. San Pedro St. #404
San Jose, CA 95110-1718
(408) 277-4595
kimberly.shunk@sanjoseca.gov

If to Alameda County, to:

Richard T. Lucia, Undersheriff
Alameda County Sheriff's Office
1401 Lakeside Drive 12th Floor
Oakland, CA 94612
(510) 272-6868 Office
rlucia@acgov.org

If to Santa Clara County, to:

Bruce H. Lee, Interim Director
Office of Emergency Services
55 W. Younger Avenue
San Jose, CA 95110
(408) 808-7802
bruce.lee@oes.sccgov.org

If to State of California, OES, to:


John Anderson, FAIA, Regional Administrator
Governor's Office of Emergency Services
Coastal Region and
CISN & Earthquake Program
1300 Clay Street, Suite 400
Oakland, California 94612
(510) 286-0888
john_anderson@oes.ca.gov

- b. Notices shall be deemed given when received if given in person, by facsimile or by electronic means (if a record of receipt is kept by the sending party showing the date and time of receipt) or three (3) days following deposit in the United States Mail, postage prepaid, to the address set forth above.
- c. Any Party may change its contact individual and/or address for notice by giving written notice of the change to the other Parties and the SUASI Program General Manager.

The individuals executing this MOU represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

The undersigned approve the terms and conditions of this MOU.

City and County of San Francisco, California

Signature: 

By: _____

Title: _____

City of Oakland, California

Signature: [Handwritten Signature]

By: _____

Title: OES Director

City of San Jose, California

Signature: Nadine Nader

By: _____ Nadine Nader

Title: Assistant to the City Manager

APPROVED AS TO FORM

[Handwritten Signature]
Brian Doyle
Senior Deputy City Attorney
City of San Jose

Alameda County, California

Signature: Gregory J. Allen

By: _____

Title: Sheriff

Approved as to Form

RICHARD E. WINNIE, County Counsel

By: Nancy Fenton

Santa Clara County, California

Signature: [Handwritten Signature]

By: BRUCE H. LEE

Title: INTERIM OES DIRECTOR

