



February 27, 2023

Mrs. Patrice McMillian
FEMA Port Security Grant Program

RE: Grant Award Number – EMW-2021-PU-00148

Dear Mrs. McMillian,

I would like to respectfully request an extension for this grant due to several extenuating circumstances. As you know I am the new security manager for the Port of San Francisco. Upon my arrival, I was tasked with bringing all the PSGP Grants into compliance, requesting extensions, and completing progress reports. I have entering and requesting extensions for PSGP Grants for both 2019 and 2020 as you know.

The previous and longtime grant administrator, Mr. Ken Tashian passed away in May of 2021, effectively halting the Port's progress with grants. Since that time period, several persons have attempted to manage the grant process alongside their regular job duties. Unfortunately, due also to the Covid pandemic, and Ken Tashian's replacement leaving abruptly from the Port, the grants process was not managed well. As the new security manager for the Port my job description is specifically to manage the Port's PSGP Grants, which I'm prepared to do. I have answered the following questions for the above grant and request an extension to complete the grant.

Was the request submitted at least 120 days prior to the end of the POP?

Yes – The POP for this year's grant is 6/30/2024.

Are there funds on hold?

No - The funds are not on hold and are available to spend when the City of San Francisco procurement process is complete.

Are contracts in place?

No – Contracts are not in place as the City of San Francisco procurement process is taking place still.

Has Environmental Planning and Historic Preservation approval been obtained?

N/A

Have there been drawdowns against the award?

No – No drawdowns have taken place.

Was there a compelling legal, policy, or operational challenge?

Yes – There were several compelling challenges to the grant process including the death of the Ports grant manager in 2021, the Covid Pandemic, and the lack of progress from the grants managers replacement, who also left the Port recently.

Was a plan for completion submitted as part of the extension request?

Yes – The last authorized official for the Port, Jack Donohoe completed an amendment updating timelines for the project’s completion.

Is the extension for longer than six (6) months?

Yes – I respectfully request and extension for this grant for 12 additional months until the date of 6/30/2025. This will allow for the Port to complete the City of San Francisco’s procurement process, which includes, having the Office of Contract Administration start the bidding process, selecting a winning bidder, complete the projects and close out the project prior to the POP date. While this is a very ambitious deadline, I have spoken to all Port partners involved in this grant and collectively we believe that the POP deadline is achievable.

Thank you in advance for your time and attention to this very important matter and I look forward to working with you and FEMA to complete this Grant.

Sincerely,

Kyle Thomas
Security and Disaster Preparedness Manager
Port of San Francisco