

File No. 091376

Committee Item No. 8

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee BUDGET AND FINANCE

Date 12/2/09

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

#### OTHER

(Use back side if additional space is needed)

|                          |                          |       |
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Completed by: Gail Johnson

Date 11/25/09

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

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



1 [Accept and Expend 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  |
|------------|-----------------|-------------------------|------------------------|
| <i>Add</i> | <i>0.25 FTE</i> | <i>5291 Planner III</i> | <i>\$3,093B\$3,760</i> |
| <i>Add</i> | <i>0.25 FTE</i> | <i>5291 Planner III</i> | <i>\$3,093B\$3,760</i> |


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

APPROVED AS TO CLASSIFICATION  
DEPARTMENT OF HUMAN RESOURCES

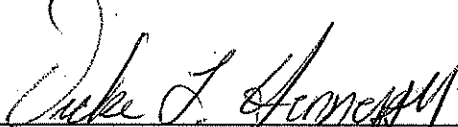
12  
13 By:

  
KATHARINE HOBIN PORTER  
Deputy City Attorney

By:

  
MICKI CALLAHAN, Director  
Department of Human Resources

15 RECOMMENDED:

16  
17  
18   
VICKI HENNESSY, Acting Exec. Director  
Department of Emergency Management

19  
20  
21   
GAVIN NEWSOM  
Mayor

22  
23  
24   
BEN ROSENFELD  
Controller

25  
Supervisor Elsbernd  
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
- Other (please explain):

To maximize use of grant funds on direct services

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):

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

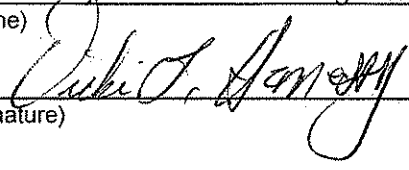
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full 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 (Name) Acting Dir. Dept. of Emergency Management (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](mailto: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**

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

CFDA #: 97.111

1. Applicant Name: **Bay Area UASI**

2. FIPS #: **075-95017**

3. Date: **September 9, 2009**

4. Grant Number:

5. Program Selection: **Regional Catastrophic Preparedness Grant Program (RCPGP) NON-COMPETITIVE**

6. Amount Requested: **\$ 3,617,000**

7. FOR YEAR: **2009**

*For State Use only*

Application Approved By: \_\_\_\_\_

Grant Performance Period: \_\_\_\_\_

FIPS Number: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Date: \_\_\_\_\_

| 8. Authorized Body of 5- Signature and contact information | Signature | Printed Name | Title | Designation 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  | guyb@bbausa.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 areas 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

Printed Name: **Teresa Serata**

Signature: 

Date: **Tuesday, September 15, 2009**

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY**  
**GRANT MANAGEMENT**

*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  
September 9, 2009

| Name             | Title                 | Area of Responsibility | Employee/Contractor | Employee Status |
|------------------|-----------------------|------------------------|---------------------|-----------------|
| Laura Phillips   | Management            | Grant Administration   | Employee            | Full Time       |
| Teresa Serata    | Management            | Grant Management       | Employee            | Full Time       |
| Guy Bernardo     | Subject Matter Expert | Logistics              | Employee            | Full Time       |
| Larry Inas       | Subject Matter Expert | Logistics              | Employee            | Full Time       |
| Michael Clark    | Subject Matter Expert | Logistics              | Employee            | Full Time       |
| Terry Belts      | Subject Matter Expert | Logistics              | Employee            | Full Time       |
| Mary Landers     | Management            | Fiscal                 | Employee            | Full Time       |
| William Eskridge | Subject Matter Expert | Logistics              | Employee            | Full Time       |
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CALIFORNIA EMERGENCY MANAGEMENT AGENCY

PROJECT DESCRIPTIONS

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  
September 9, 2009

| Project   | State Investment Justification<br>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.<br>At the 12 month mark, this project will be 25% complete and \$382,502 funds will be expended.<br>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 RCMP 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 \$104,348 funds will be expended.<br>At the 12 month mark, this project will be 25% complete and \$521,741 funds will be expended.<br>At the 18 month mark, this project will be 100% complete and \$2,086,963 funds will be expended. |
| Project C | Investment Goal Objective                              |   |   | At the 6 month mark, this project will be ___% complete and \$___ funds will be expended.<br>At the 12 month mark, this project will be ___% complete and \$___ funds will be expended.<br>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.<br>At the 12 month mark, this project will be ___% complete and \$___ funds will be expended.<br>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.<br>At the 12 month mark, this project will be ___% complete and \$___ funds will be expended.<br>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.<br>At the 12 month mark, this project will be ___% complete and \$___ funds will be expended.<br>At the 18 month mark, this project will be ___% complete and \$___ funds will be expended.            |

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY  
PROJECT LEDGER**

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.  
**Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.**

**Bay Area UASI**  
075-95017

CFDA #: 97.111

|                            |   |
|----------------------------|---|
| <b>LEADER TYPE:</b>        | <b>Initial Application</b>                            |
| <b>Today's Date:</b>       | <b>September 2, 2009</b>                              |
| <b>Expenditure Period:</b> | <b>(Date) From: 8/1/2009<br/>(Date) To: 4/29/2011</b> |

| Item Number | Project | Project Name  | Funding Source | Discipline | Solution Area | Solution Area Sub-Category              | Total Obligated | Amount Approved Previous | Amount This Request | Match Amount | Total Approved | Remaining Balance | Percentage Complete |
|-------------|---------|---|----------------|------------|---------------|---|-----------------|--------------------------|---------------------|--------------|----------------|-------------------|---------------------|
| 1           | A       | Donations Management Plan                                 | RCPGP-NC       | EMG        | Plan          | Develop and Enhance Plans and Protocols | 1,000,000       | -                        | -                   | 351,418      | 351,418        | 1,000,000         |                     |
| 2           | A       | Personnel for Donations Management Plan                   | RCPGP-NC       | EMG        | Plan          | Develop and Enhance Plans and Protocols | 475,782         | -                        | -                   | 158,594      | 158,594        | 475,782           |                     |
| 3           | A       | Management and Administration - Donations Management Plan | RCPGP-NC       | EMG        | M & A         | Develop and Enhance Plans and Protocols | 54,255          | -                        | -                   | -            | -              | 54,255            |                     |
| 4           | B       | Plan Validation Workshops                                 | RCPGP-NC       | EMG        | Plan          | Develop and Enhance Plans and Protocols | 1,556,927       | -                        | -                   | 537,061      | 537,061        | 1,556,927         |                     |
| 5           | B       | Personnel for Plan Validation Workshops                   | RCPGP-NC       | EMG        | Plan          | Develop and Enhance Plans and Protocols | 475,781         | -                        | -                   | 158,594      | 158,594        | 475,781           |                     |
| 6           | B       | Management and Administration - Plan Validation Workshops | RCPGP-NC       | EMG        | M & A         | Develop and Enhance Plans and Protocols | 54,255          | -                        | -                   | -            | -              | 54,255            |                     |
| 7           |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 8           |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 9           |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 10          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 11          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 12          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 13          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 14          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 15          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 16          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 17          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 18          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 19          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 20          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 21          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 22          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 23          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 24          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 25          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 26          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 27          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 28          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 29          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 30          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 31          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 32          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |
| 33          |         |   |                |            |               |   |                 |                          |                     |              |                |                   |                     |



**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

The claim is for costs incurred within the grant expenditure period from  
2008 to 2009

(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, PROP 18, Urban Area Security Initiative, and the Operational Area's application represents the needs for the State Homeland Security Program.

Teresa Serata

Printed Name

Signature of Authorized Agent

9/15/2009

Date

**Mail workbooks to:**

Rakesh Sharma

Homeland Security Grants - CAIEMA

California 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

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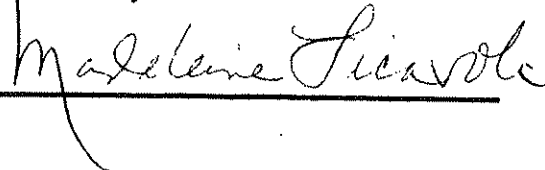
Your attention is hereby directed to the following:

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

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**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.

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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-<br>Emergency Services | Emergency Management |
| City of San Jose        | Kim Shunk       | Director                  | Office of Emergency<br>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<br>Director     | Emergency<br>Management<br>Department  | Emergency Management |
| State of California     | John Anderson   | Regional<br>Administrator | Cal EMA                                | Emergency Management |

Advisory Group

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

|                         |  | %        |      | Labor/ |          | Duration   |          | Start Date   |            | End Date |  | Dependencies |  | Resources                             |  |
|-------------------------|--|----------|------|--------|----------|------------|----------|--------------|------------|----------|--|--------------|--|---------------------------------------|--|
| Logistics Planning      |  | Complete | Work | Work   | Duration | Start Date | End Date | Dependencies | Resources  |          |  |              |  |                                       |  |
| <b>Vendor Selection</b> |  |          |      | 236    | hours    | 143        | days     | 9/1/2009     | 1/29/2010  |          |  |              |  |                                       |  |
| 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                 |  |
|                         | Convene RFP Review Committee/Conduct Interviews/Select Vendor  |          |      | 24     | hours    | 10         | days     | 11/16/2009   | 11/26/2009 |          |  | 2,3          |  | Program Manager/Staff                 |  |
| 4                       | Make Recommendations to Approval Authority for Vendor Selection  |          |      | 8      | hours    | 10         | days     | 12/1/2009    | 12/11/2009 |          |  | 4            |  | Program Manager/Staff                 |  |
| 5                       | Select Vendor, Draft Contract and Conduct Contract Negotiations  |          |      | 40     | hours    | 20         | days     | 12/12/2009   | 1/22/2010  |          |  | 5            |  | Program Manager/Staff                 |  |
| 6                       | 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                 |  |
| 7                       | <b>Establish Support System</b>  |          |      | 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     | 11/14/2009   | 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 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 RCPGP 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  | 4/11/2010 | 4/28/2010 | 14-23 | Contractor/Steering Committee |
| 25 | Develop Corrective Action Report and Improvement Plan Process  | 35 hours  | 17 days  | 4/11/2010 | 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-Discipline/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 | 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 | 1/13/2011 | 19-33 | Contractor/Steering Committee |
| 35 | Fix Shortcomings Identified in the Debris Removal Plan   | 240 hours | 90 days  | 11/1/2010 | 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                    |
| -1   | 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 |
| 7  | 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 Planning 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 | Contractor/Steering 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  | 1/11/2010 | 1/29/2011 | 43-58 | Contractor/Steering Committee |
| 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 Implementation of Mass Fatality Plan Validation 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 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                    |
| 63  | Review the Mass Fatality Plan Funded Through the 2007/2008 RCPGP 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  | 3/18/2010 | 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  | 7/2/2010   | 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 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                    |
| 87   | Review the Mass Care and Sheltering Plan Funded Through the 2007/2008 ROPGF 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  | 4/11/2010 | 4/28/2010 | 86-95  | Contractor/Steering Committee |
| 97  | Develop Corrective Action Report and Improvement Plan Process  | 35 hours  | 17 days  | 4/11/2010 | 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 | Solicit 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  | 7/2/2010  | 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  | 1/11/2010 | 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, 114, 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 | 4/10/2010 | 110-117       | Contractor/Steering Committee |
| 119  | 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 | 110-118       | Contractor/Steering Committee |



|     |  |           |          |            |           |         |                               |
|-----|--|-----------|----------|------------|-----------|---------|-------------------------------|
| 120 | Develop Applicable Tracking Mechanisms For Identifying Planning Gaps and Correcting Same   | 35 hours  | 17 days  | 4/11/2010  | 4/28/2010 | 110-119 | Contractor/Steering Committee |
| 121 | Develop Corrective Action Report and Improvement Plan Process  | 35 hours  | 17 days  | 4/11/2010  | 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 MOUs, 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  | 7/4/2010  | 110-127 | Contractor/Steering Committee |
| 129 | Finalize Regional Plan   | 40 hours  | 10 days  | 7/22/2010  | 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  | 11/11/2010 | 1/29/2011 | 115-124 | Contractor                    |
| 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                    |

**Information Sharing**

|                                      |   |            |              |                 |                  |                 |                       |  |
|--------------------------------------|---|------------|--------------|-----------------|------------------|-----------------|-----------------------|--|
| <b>Maintain/Update Website</b>       |   | <b>492</b> | <b>hours</b> | <b>455 days</b> | <b>11/1/2009</b> | <b>3/1/2011</b> |                       |  |
| 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       | 11/4/1/2009      | N/A             | Program Manager/Staff |  |
| 136                                  | Post Data Associated With All Plans Developed Under This Project        | 472 hours  | 444 days     | 11/12/2009      | 3/1/2011         | 134-135         | Program Manager/Staff |  |
| <b>Monitoring</b>                    |   |            |              |                 |                  |                 |                       |  |
| <b>FEMA Grant Monitoring Process</b> |   | <b>700</b> | <b>hours</b> | <b>455 days</b> | <b>11/1/2009</b> | <b>3/1/2011</b> |                       |  |
|                                      | Compile/Submit Data for Quarterly Financial Status Reports (FSR)        | 220 hours  | 40 days      | 11/1/2009       | 3/1/2011         | 14-136          | Program Manager/Staff |  |
| 138                                  | Compile/Submit Data for Biannual Strategy Implementation Reports (BSIR) | 220 hours  | 40 days      | 11/1/2009       | 3/1/2011         | 14-136          | Program Manager/Staff |  |
| 139                                  | Compile/Submit Data for Categorical 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 | 14-140      | Program Manager/Staff |
| 142                     | Process all Outstanding Invoices                        | 160 hours | 30 days | 3/2/2011 | 4/2/2011 | 14-141      | Program Manager/Staff |
| 143                     | Close Out all Contracts/Agreements                      | 160 hours | 30 days | 3/2/2011 | 4/2/2011 | 14-142      | Program Manager/Staff |
| 144                     | Submittal 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 FSR                            | 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

|                                 |  | %        | Labor/<br>Work       | Duration            | Start Date       | End Date        | Dependencies | Resources                             |
|---------------------------------|--|----------|----------------------|---------------------|------------------|-----------------|--------------|---------------------------------------|
| Logistics Planning              |  | Complete |                      |                     |                  |                 |              |                                       |
| Vendor Selection                |  |          | 236<br>hours         | 143<br>days         | 9/1/2009         | 1/29/2010       |              |                                       |
| 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       | 1/15/2009       | 1            | Program Manager/Staff                 |
| 4                               | Convene RFP Review Committee/Conduct Interviews/Select Vendor  |          | 24 hours             | 10 days             | 11/16/2009       | 1/26/2009       | 2,3          | Program Manager/Staff                 |
| 5                               | Make Recommendations to Approval Authority for Vendor Selection  |          | 8 hours              | 10 days             | 12/1/2009        | 12/1/2009       | 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 Donations Management Plan and County/City Templates             |          | 40 hours             | 26 days             | 1/3/2010         | 1/29/2010       | 6            | Program Manager/Staff                 |
| <b>Establish Support System</b> |  |          | <b>464<br/>hours</b> | <b>455<br/>days</b> | <b>11/1/2009</b> | <b>3/1/2011</b> |              |                                       |
| 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                 |
|                                 | 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**

| Development of Donations Management Plan |   | 2405     | 330 days | 1/29/2010 | 12/24/2010 |             |                               |
|--|---|----------|----------|-----------|------------|-------------|-------------------------------|
| 14                                       | Review Findings From Previously Completed Hazard Identification/Risk Assessment Developed Under the 2006 SVAESI 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                                       | 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                    |
| 16                                       | Identify 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                    |
|  | 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             | 80 hours  | 20 days  | 5/20/2010  | 6/9/2010   | 14-26 | Contractor/Steering Committee |
| 28 | Develop Protocols and Scripted Text for P/O/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                    |

| 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 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  | 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   | 48 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  | 4/11/2010 | 4/28/2010  | 38, 46         | Contractor/Steering Committee |

|    |  |  |           |          |            |            |       |                               |
|----|--|--|-----------|----------|------------|------------|-------|-------------------------------|
| 48 | Identify and Create Goals and Objectives.  |  | 60 hours  | 20 days  | 4/29/2010  | 5/19/2010  | 38-47 | Contractor/Steering Committee |
| 49 | Identify and Create Roles and Responsibilities of Local, State, Federal and Private Sector Entities Incorporated into the Plan |  | 80 hours  | 20 days  | 5/20/2010  | 6/9/2010   | 38-48 | Contractor/Steering Committee |
| 50 | Develop Protocols and Scripted Text for P/O/Risk Communication/Messaging   |  | 40 hours  | 20 days  | 5/20/2010  | 6/9/2010   | 38-49 | Contractor/Steering Committee |
| 51 | Establish Procedures To Integrate/Coordinate Law Enforcement Protective Action/Prevention Planning into the Plan               |  | 80 hours  | 20 days  | 5/20/2010  | 6/9/2010   | 43-50 | Contractor/Steering Committee |
| 52 | Identify Staffing Needs, Sources of Obtaining Staff  |  | 40 hours  | 10 days  | 6/10/2010  | 6/20/2010  | 43-51 | Contractor/Steering Committee |
|    | Identify/Incident Command System Structures  |  | 40 hours  | 10 days  | 6/10/2010  | 6/20/2010  | N/A   | Contractor/Steering Committee |
| 54 | Identify Support Structures/Partner Organizations and Private Sector Enterprise  |  | 40 hours  | 10 days  | 6/21/2010  | 7/1/2010   | 43-53 | Contractor/Steering Committee |
| 55 | Identify Applicable MOUs, Mutual Aid Agreements/Contractual Agreements   |  | 40 hours  | 10 days  | 7/2/2010   | 7/12/2010  | N/A   | Contractor/Steering Committee |
| 56 | Draft Regional Community Based Organization/Small Business Recovery and Resiliency Plan  |  | 800 hours | 122 days | 7/14/2010  | 11/12/2010 | 43-55 | Contractor/Steering Committee |
| 57 | Solicit Plan Feedback  |  | 40 hours  | 10 days  | 11/13/2010 | 11/23/2010 | 56    | Contractor/Steering Committee |
| 58 | 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   |  | 200 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   |
| <b>County/Core City Donations Management Plan Template Roll-Out</b> |   |  |           |          |            |            |             |  |  |
|   |   |  | 812 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  |

|  |  |            |              |                 |                  |                 |                       |
|--|--|------------|--------------|-----------------|------------------|-----------------|-----------------------|
| <b>Information Sharing</b>   |  |            |              |                 |                  |                 |                       |
| <b>Maintain/Update Website</b>   |  | <b>492</b> | <b>hours</b> | <b>455 days</b> | <b>11/1/2009</b> | <b>3/1/2011</b> |                       |
| Determine Location to Place All Plan Activity on Bay Area WASH Website     |  | 10 hours   | 5 days       | 11/1/2009       | 11/6/2009        | N/A             | Program Manager/Staff |
| 73 Identify Individual(s) Responsible for Posting and Maintaining          |  | 10 hours   | 4 days       | 11/7/2009       | 11/11/2009       | N/A             | Program Manager/Staff |
| 74 Post Data Associated With All Plans Developed Under This Project        |  | 472 hours  | 444 days     | 11/12/2009      | 3/1/2011         | 73/74           | Program Manager/Staff |
| <b>Monitoring</b>  |  | <b>700</b> | <b>hours</b> | <b>455 days</b> | <b>11/1/2009</b> | <b>3/1/2011</b> |                       |
| <b>FEMA Grant Monitoring Process</b>                                       |  |            |              |                 |                  |                 |                       |
| Compile/Submit Data for Quarterly Financial Status Reports (FSR)           |  | 220 hours  | 40 days      | 11/1/2009       | 3/1/2011         | 14/75           | Program Manager/Staff |
| 77 Compile/Submit Data for Biannual Strategy Implementation Reports (BSIR) |  | 220 hours  | 40 days      | 11/1/2009       | 3/1/2011         | 14/75           | Program Manager/Staff |
| 78 Compile/Submit Data for Categorical Assistance Progress Report (GAPR)   |  | 220 hours  | 40 days      | 11/1/2009       | 3/1/2011         | 14/75           | 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 days | 3/2/2011 | 6/1/2011 |             |                       |
| 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                      | Submittal of Final Cash Reimbursement                   | 140 hours | 28 days | 4/3/2011 | 5/1/2011 | 80-81-82    | Program Manager/Staff |
| 84                      | Prepare and Submit Final FSR                            | 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 |



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: [Handwritten Signature]

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: [Handwritten Signature]

By: \_\_\_\_\_

Title: Sheriff

APPROVED AS TO FORM  
RICHARD E. WINNIE, County Counsel

By: [Handwritten Signature]

Santa Clara County, California

Signature: [Handwritten Signature]

By: BRUCE H. LEE

Title: INTERIM OES DIRECTOR

