File No. 101102 Committee Item No. 2
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee BUDGET AND FINANCE Date 9/8/10

Board of Supervisors Meeting Date _____

Cmte	Board	
☐	☐	Motion
☐	☐	Resolution
☒	☐	Ordinance
☐	☐	Legislative Digest
☐	☐	Budget Analyst Report
☐	☐	Legislative Analyst Report
☐	☐	Introduction Form (for hearings)
☒	☐	Department/Agency Cover Letter and/or Report
☐	☐	MOU
☒	☐	Grant Information Form
☒	☐	Grant Budget
☐	☐	Subcontract Budget
☐	☐	Contract/Agreement
☐	☐	Award Letter
☒	☐	Application
☐	☐	Public Correspondence

OTHER (Use back side if additional space is needed)

☐	☐	
☐	☐	
☐	☐	
☐	☐	
☐	☐	

Completed by: Gail Johnson Date 9/3/10
Completed by: _____ Date _____

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

[Accept and Expend Grant - 2010 Disaster Corps Grant and Amendment to the Annual Salary Ordinance FY2010-2011 - $231,000]

Ordinance authorizing the Department of Emergency Management to retroactively accept and expend a grant in the amount of $231,000 from California Volunteers for the grant period of 18 months following passage of the FY2010-2011 California State Budget for volunteer management and training; amending Ordinance No. 191-10 (Annual Salary Ordinance FY2010-2011) to reflect the addition of one Class 5277 Planner I at the San Francisco Fire Department.

NOTE: Additions are *single-underline italics Times New Roman*; deletions are ~~*strike-through italics Times New Roman*~~. Board amendment additions are double-underlined; Board amendment deletions are ~~strikethrough normal~~.

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

Section 1. Findings.

(a) The City and County of San Francisco (City) has participated in federal and state emergency management grant programs since their inception, and deems participation in those programs to be vital to addressing the City's disaster preparedness needs.

(b) California Volunteers is the state office that manages programs and initiatives aimed at increasing the number of Californians engaged in service and volunteering. This agency administers the 2010 Disaster Corps Grant, which provides funding for: volunteer management, First Aid and CPR training, supplies, equipment, volunteer training, exercises, and planning.

(c) California Volunteers has awarded the City $231,000 in 2010 Disaster Corps Grant funds.

(d) The City will use a portion of these funds to create a new position within the City, specifically a 5277 Planner I in the San Francisco Fire Department. This position shall develop

a Volunteer Corps for San Francisco and coordinate volunteer programs within the respective Departments. The remainder of the funds will support security screening for 200 volunteers, printing materials, and planning and supplies related to drills, exercises, training, and response.

(e) The grant performance period is 18 months following passage of FY 2010-2011 State of California Budget.

(f) The grant terms prohibit including indirect costs in the grant budget.

Section 2. Authorization to accept and expend grant funds. The Board of Supervisors hereby authorizes the Department of Emergency Management (DEM) to accept and expend $231,000 in grant funds from California Volunteers, a state agency, for the period 18 months following passage of FY 2010-2011 State of California Budget. The grant does not include any provisions for indirect costs, and indirect costs are hereby waived.

The DEM Executive Director, or designee, is further authorized to furnish whatever additional information or assurances that California Volunteers may request in connection with this grant, to execute any and all agreements or other documents, and to take any other steps necessary to accept, distribute and expend the grant funds.

Section 3. Grant Funded Positions; Amendment to FY 2010-2011 Annual Salary Ordinance. The hereinafter designated sections and items of Ordinance No. 191-10 (Annual Salary Ordinance, FY 2010-2011) are hereby amended to add a position as follows:

Department: FIRE San Francisco Fire Department

Program: AEH

Subfund: 1G AGF AAA

Index Code: 315128

Amendment	# of Pos.	Class and Item No.	Compensation
Add	*1.0 FTE*	*5277 Planner I*	*$2084 B $2533*

APPROVED AS TO FORM:

By: _____
Katharine Porter
Deputy City Attorney

APPROVED AS TO CLASSIFICATION
DEPARTMENT OF HUMAN RESOURCES

By: _____
Micki Callahan, Director
Department of Human Resources

Recommended:

_____

DEM Executive Director

APPROVED: _____
For Gavin Newsom, Mayor

APPROVED: _____
Controller, Grant Division

Office of the Mayor
City & County of San Francisco

Gavin Newsom

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: FOR Mayor Gavin Newsom ST
RE: Accept and Expend Grant – 2010 Disaster Corps Grant – $231,000
DATE: August 10, 2010

Dear Madame Clerk:

Attached for introduction to the Board of Supervisors is the ordinance authorizing the Department of Emergency Management to retroactively accept and expend a grant in the amount of $231,000 from California Volunteers for the grant period of 18 months following passage of the FY 2010-2011 California State Budget for volunteer management and training; amending Ordinance No. 191-10 (Annual Salary Ordinance FY2010-2011) to reflect the addition of one Class 5277 Planner I at the San Francisco Fire Department.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Starr Terrell (415) 554-5262.

1 Dr. Carlton B. Goodlett Place, Room 200, San Francisco, California 94102-4641
gavin.newsom@sfgov.org • (415) 554-6141

101102

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) 487-5000 Fax: (415) 487-5043

SFDEM
SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

Vicki L. Hennessy
Executive Director

TO: **Angela Calvillo, Clerk of the Board of Supervisors**

FROM: **Amiee Alden, Department of Emergency Management**

DATE: **August 6, 2010**

SUBJECT: **Accept and Expend Ordinance for California Volunteers Grant**

GRANT TITLE: **2010 Disaster Corps Grant**

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

X Proposed grant ordinance; original signed by Department, Mayor, Controller

X Grant information form, including disability checklist

X Grant budget

X Grant application

X Letter of Intent or grant award letter from funding agency

___ Other (Explain):

Special Timeline Requirements:

None

Departmental representative to receive a copy of the adopted ordinance:

Name: Amiee Alden Phone: 415-558-3803

Interoffice Mail Address: Department of Emergency Management, 1011 Turk Street

Certified copy required Yes ☐ No ☒

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

File Number: _____
(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: **2010 Disaster Corps Grant**

2. Department: **Department of Emergency Management**

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

4. Grant Approval Status (check one):

   [X] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: $ **$231,000**

6a. Matching Funds Required: $ **none**
b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: **California Volunteers**
b. Grant Pass-Through Agency (if applicable): **none**

8. Proposed Grant Project Summary: **This grant will fund 1 FTE to coordinate volunteer training and management activities in San Francisco, including recruitment of 200 Disaster Corps members to participate in the State-wide program, completion of the NERT recertification project to bring pre-2005 graduates to a current response status, and development of a DEM Volunteer Corps.**

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

   Start-Date: **Upon completion of the 2010-2011 State budget** End-Date: **18 months following**

10. Number of new positions created and funded: **1 FTE**

11. Explain the disposition of employees once the grant ends? **We will either apply for additional grant funding to support the position beyond the current grant period or terminate the position if no grant funding is available.**

12a. Amount budgeted for contractual services: N/A

b. Will contractual services be put out to bid?

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

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

13a. Does the budget include indirect costs? [ ] Yes [X] No

b1. If yes, how much? $
b2. How was the amount calculated?

c. If no, why are indirect costs not included?
[X] Not allowed by granting agency [ ] To maximize use of grant funds on direct services
[ ] Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **N/A**

14. Any other significant grant requirements or comments:

****Disability Access Checklist*****

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

[**X**] Existing Site(s) [**X**] Existing Structure(s) [**X**] Existing Program(s) or Service(s)
[ ] Rehabilitated Site(s) [ ] Rehabilitated Structure(s) [ ] New Program(s) or Service(s)
[ ] New Site(s) [ ] New Structure(s)

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

Comments:

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

Date Reviewed: 8-5-10

Department Approval: Vicki Hennessy, Executive Director
(Name) (Title)
Vicki L Hennessy
(Signature)

CaliforniaVolunteers
Office of the Governor

May 17, 2010

Ms. Amy Ramirez
Emergency Planner
San Francisco Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94103

RE: Sub-grant award for 2010 Disaster Corps

Arnold Schwarzenegger
Governor

Maria Shriver
Honorary Chair

Karen Baker
Secretary of Service and Volunteering

Dear Ms. Ramirez:

Congratulations! On behalf of CaliforniaVolunteers, I am pleased to announce that on May 12, 2010 the Disaster Volunteering and Preparedness Committee of the CaliforniaVolunteers Commission approved funding in the amount of $231,000 for your grant application.

This grant will provide funding for only the following projects:

- A volunteer coordination position for a total of $150,000 for a period of 18 months.
- Reimbursement of actual costs, up to $90 per volunteer, for DOJ/FBI background checks for up to 200 Disaster Corps volunteers in the Operational Area.
- Reimbursement of actual costs, up to $65 per volunteer, for First Aid and CPR training for up to 200 Disaster Corps volunteers in the Operational Area.
- Funds for the purchase of pertinent supplies, equipment, volunteer training, exercise, and planning activities.

CaliforniaVolunteers is drawing up contract documents that will be emailed to you for your signature. Please return the signed contract and all supporting documents that require signature to our office attn: Feuy Saechao.

1110 K Street
Sacramento, CA 95814

Tel (916) 323-7646
Fax (916) 323-3227

We look forward to working with the San Francisco Department of Emergency Management to develop, expand, and enhance state and local governments' ability to use disaster volunteer resources.

If you have any questions or comments please contact Feuy Saechao at (916) 319-8443 or feuy.saechao@californiavolunteers.ca.gov.

Sincerely,

Sharron Leaon, Director
Disaster Volunteer and Preparedness
CaliforniaVolunteers

Cc: Sarah Mangum
Feuy Saechao

Disaster Corps Grant
Application Form Packet

Application Checklist			
	Item	When Required:	✓ Included
1.	Application Cover Sheet	Due with application	X
2.	Table of Contents	Due with application	X
3.	Project Narrative	Due with application	X
4.	Budget Forms	Due with application	X
5.	Assurances and Certifications	Due with application	X
6.	Council/Board/Governing Body Resolution • *A letter stating the date that the voting item will be calendared can be provided in lieu of the completed resolution for the purposes of submitting this application.* • *A completed Governing Body Resolution must be submitted before the grant contract is signed.*	Resolution *OR* Letter	Letter: X Resolution: To be signed by Mayor 5/14/10
7.	Signing Authority Form	Due before grant contract is signed	
8.	Signed letters from Program Coordinators • Letter of Intent • Letter of support *Total Number Attached* 2	Due with application	X
9.	Disaster Corps MOU (signed by Disaster Corps volunteer program)	Due before grant contract is signed	
10.	OA Designation Documentation	Due with application	X

1. Application Cover Sheet
2010 Disaster Corps Grant Application

Legal Applicant: *(Organization that takes formal responsibility and assumes liability for the project)*	
San Francisco Department of Emergency Management	
Street Address of Legal Applicant:	
30 Van Ness Avenue, Suite 3300	
Mailing Address *(if different from street address)*:	
City & Zip Code:	County:
San Francisco 94103	San Francisco County

Disaster Corps programs *(list government-affiliated volunteer programs identified as recruitment sources for Disaster Corps candidates in the Project Narrative)*:
SFFD Neighborhood Emergency Response Team (NERT) San Francisco Auxiliary Communications Services (SFACS)

Primary Contact *(This person is responsible for carrying out the day-to-day management and implementation of the grant. All CaliforniaVolunteers correspondence will be directed to this individual.)*	
Name: Amy Ramirez	
Title: Emergency Planner	
Primary Phone: 415-487-5014	Fax: 415-487-5043
Secondary/Cell Phone: 415-760-5267	
E-mail Address: amy.ramirez@sfgov.org	
Project Director *(This individual has primary responsibility for the project, e.g., Executive Director.)*	
Name: Krista Slanker	
Title: Emergency Services Manager	
Primary Phone: 415-487-5020	Fax: 415-487-5043
Secondary/Cell Phone: 415- 218-9781	
E-mail Address: Krista.slanker@sfgov.org	

Brief Description of Project (3-5 Sentences):

Funding for this project will support the hiring of a Disaster Corps Volunteer Coordinator who will assist with the coordination of disaster-ready volunteers within the Operational Area. This position would work closely with the different programs and seek out new ways to make sure that efforts are coordinated and resources are leveraged. Through these activities, the Disaster Corps Volunteer Coordinator will promote the Disaster Corps program and recruit 100 Disaster Corps members from the OA's government-affiliated volunteer programs.

Total Grant Request: $ 206,250

Certification: *(Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.)*

I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature: Krista Hook	
Date: May 7, 2010	Phone: 415-487-5020
Print Name and Title of Person Authorized by Resolution:	
Name: Krista Slanker	
Title: Emergency Services Manager	

2. Table of Contents

Item	Page
Application Cover Sheet	2
Table of Contents	4
Project Narrative	5
Budget Form	22
Assurances and Certifications	23
Council/Board/Governing Body Resolution	24
Signing Authority Form	25
Signed Letters from Program Coordinators	26
Disaster Corps MOU	27
Documentation of Designation as OA	28

3. **Project Narrative**
The project narrative consists of several questions numbered I-VI.
Complete all sub-questions and tables. There is no page limit on Project Narrative responses. The question spacing below is provided for applicant reference and does not constitute a page limit.

Table format (pages 34 and 43), including rows and columns, should not be deleted, but additional rows can be added as needed by applicants to input data.

I. **Hazard, Threat, Risk, Population Density in Operational Area (10 points)**
Describe the hazards, risks, threats (natural or man-made), and population density in the OA. *(Suggested resources -- Local or State Hazard Mitigation Plan, County Emergency Operations Plan. This section describes the community need or gaps in service.)*

According to a 2007 census estimate, the City and County of San Francisco has an approximate population of 864,515 residing on 46.7 square miles of a land area, making San Francisco the second most densely populated city in the United States. On any given workday, the population almost doubles due to commuters from other parts of the Bay Area. This presents numerous planning challenges, especially related to the provision of sheltering and feeding services post-disaster.

The City and County of San Francisco Hazard Mitigation Plan from 2008, identifies the following hazard as posing the greatest threat to San Francisco:

EARTHQUAKE: In 2003, the Working Group on California Earthquake Probabilities determined that a 62 percent chance exists that a major earthquake (M equal to or greater than 6.7) will strike the nine-county Bay Area region over a 30-year period (2002–2031) along one of the seven fault systems identified in the study.

LIQUEFACTION: San Francisco includes areas where ground conditions are prone to liquefaction, which primarily pose a threat during an earthquake. In the 1989 Loma Prieta earthquake, liquefaction in the Marina District caused vertical settlement, lateral displacement of buildings, buckling of sidewalks, cracking of asphalt pavement, and breaking of water pipes and gas lines.

TSUNAMI: The primary tsunami threat along the central California coast is from distant earthquakes along subduction zones in the Pacific basin, including Alaska.

DROUGHT: Based on previous events, Northern California, including San Francisco, can expect to experience a drought every 4 – 10 years.

FLOOD: San Francisco has no natural surface flooding sources, such as streams and rivers, which pose a flood hazard within the City. Therefore, flood hazards in San Francisco are limited to coastal flooding resulting from high onshore winds and high tides; and flooding that occurs when storm-water exceeds the capacity of the City's drainage systems. The National Climatic Data Center (NCDC) query results show that San Francisco has experienced 12 flood events since 1996.

HEAT: Based on previous occurrences, San Francisco can expect to experience temperatures in excess of 90 degrees about 1 day every year, generally between the months of May and October.

LANDSLIDE: Steep slopes on hills and cliffs are the areas most susceptible to landslides in San Francisco, to include the Outer Richmond, Sea Cliff, Lake Shore, Bayview Heights, Midtown Terrace, Twin Peaks, Claredon Heights, Golden Gate Heights, Forest Hills, Diamond Heights, Eureka Valley/Dolores Heights, and Noe Valley neighborhoods and the Presidio.

WILDFIRE: Common causes of wildfires include arson and negligence. However, a recorded wildfire has not occurred in San Francisco. Therefore, the probability of a future wildfire event is unknown.

WIND: Historically, the greatest peak gust wind velocities occurred during the months of February (PGU of 69 mph) and December (PGU of 74 mph). Based on previous events, San Francisco can expect to experience at least one winter windstorm annually.

URBAN CONFLAGRATION: The San Francisco Fire Department responds to approximately 10 single-alarm fires every day. Larger fires (two-alarm or larger) occur, on average, only 5-6 times annually.

HAZARDOUS MATERIALS EVENT: San Francisco can expect, on average, a hazardous material event every 4 years due to a truck accident and 7 times a year due to a large vessel accident as a result of equipment failure or operator error.

WEAPON OF MASS DESTRUCTION: The extent and probability of a future WMD attack is unknown. However, due to tourism, iconic features, sports stadiums, large sports stadiums, etc., San Francisco has a higher risk than other smaller urban areas.

ENERGY SUPPLY: San Francisco is susceptible to energy supply disruptions that can occur as rolling blackouts (where power is temporarily lost) and brownouts (where the voltage level is below the normal minimum level specified for the system) due to extreme heat and blackouts (where power is completely lost) due to high winds.

TERRORISM: Terrorism can be defined as violence against noncombatants (civilians) to achieve political or ideological objectives through fear. Places at risk include cities that have economic and symbolic value, places with hazardous facilities, and areas where large groups of people congregate, such as an office building or sports arena. As such, places at risk in San Francisco may include high rises in the Financial District, commercial sports facilities, and the Golden Gate and Bay bridges.

Project Narrative: Continued

II. Disaster Corps Partnership (25 points)

Complete the table below with information related to the government-affiliated volunteer programs that will be participating in this grant:

Program Name	Letter of Intent signed and attached (Y/N)	Number of Disaster Corps candidates	Program commitment to deploy (Y/N)	Number of Disaster Corps volunteers available to deploy			Comments
				Local	Regional	Statewide	
SFFD Neighborhood Emergency Response Team (NERT)	Y	85	Y	85	Tbd	Tbd	Availability to deploy beyond the local OA cannot be determined prior to implementation on the Disaster Corps program within the OA.
San Francisco Auxiliary Communications Services	Y	15	Y	85	Tbd	Tbd	Availability to deploy beyond the local OA cannot be determined prior to implementation on the Disaster Corps program within the OA.

Project Narrative: Continued
III. Volunteer Coordination Development (35 points)

1. Detail volunteer coordination in the Operational Area:
   a) Provide an overview of the current status *(answers could include a discussion of current plans, procedures, staffing, and frequency of volunteer deployment)*

In addition to volunteers that are utilized used on a day-to-day basis, there are three key volunteer initiatives that are organized to specifically engage volunteers for emergency response activities: The Fire Department's Neighborhood Emergency Response Team (NERT), San Francisco Auxiliary Communications Services, (SFACS), affiliated with the Department of Emergency Management, and the Emergency Volunteer Center Plan, managed by the Department of Human Resources.

SFFD Neighborhood Emergency Response Team (NERT)
The Neighborhood Emergency Response Team training is a program of the San Francisco Fire Department, established in 1990. Members are graduates of the 20 hour federally recognized CERT curriculum. The NERT field Operations Guide details the response plan for the volunteers who will work on teams in their neighborhood. The SFFD conducts drills and exercises monthly to target specific response skills and overall response practice of NERT volunteers. A primary focus for NERT volunteers is completion of the personal readiness tasks (reunification planning and personal and response supply kits) and participation with their neighborhood team. Team activities include neighborhood assessment, hazardous threat assessments (such as Utility Substations, overhead wires), drills, Fire Battalion Station meetings, and team leadership and planning meetings. In addition, the SFFD partnered with SF SAFE to train Neighborhood Watch groups and identify NERT Block Captains.

San Francisco Auxiliary Communication Services (SFACS)
SFACS is a program of the San Francisco Department of Emergency Management, established in 1992. Members of this program are volunteers licensed by the Federal Communications Commission to operate in the Amateur Radio Service. The San Francisco Auxiliary Communications Services Plan details the organizational structure, training requirements, membership, and activation. The purpose of SFACS is to provide emergency tactical, logistical and administrative communications in support of agencies in the San Francisco Operational Area during periods of local, regional or national emergencies, declared or undeclared. The SFACS may also be requested as a Mutual Aid resource through standard Mutual Aid Channels. When not activated, the SFACS focuses its mission on preparedness activities including training, drills, exercises, recruiting and relationship management.

Emergency Volunteer Center (EVC) Plan
The San Francisco Department of Human Resources (DHR) is responsible for coordinating spontaneous, unaffiliated volunteers via an Emergency Volunteer Center (EVC). The EVC Plan was developed in partnership with The Volunteer Center serving San Francisco and San Mateo Counties and the SF Department of Emergency Management. A working group meets as needed to address issues related to the EVC Plan.

b) Identify key program gaps

Currently, one gap is that there is no staffing dedicated to coordinating volunteers across the various volunteer initiatives. One of the results is that volunteers are likely being double-counted because they are affiliated with multiple agencies. Another issue is that we do not fully leverage recruitment and training opportunities across our programs because we lack anyone with a big picture of the various ways that volunteers are being engaged. Additionally, many departments use volunteers on a day-to-day basis that, if appropriately affiliated, could be a source of volunteers in a major disaster.

A challenge that is common to most volunteer programs is keeping volunteers actively engaged. This is an especially big challenge in this field when emergency activations occur so infrequently.

A key gap identified by the Department of Emergency Management is a pool of affiliated volunteers that could be drawn upon to support activations of our Emergency Operations Center as well as participate in exercises such as a shelter or Emergency Volunteer Center activation drills. As such there is no program in place to address this need.

c) Describe the goal or ideal vision of volunteer coordination *(answers could include plans, procedures, staffing, etc. Clearly identify the Impact of this grant.)* How will you develop the OAs ability to coordinate volunteers in relation to your community need as outlined in Project Narrative section I – *Hazard, Threat, Risk,* etc.?

Ideally, a position would be dedicated to the coordination of disaster-ready volunteers that would work across the various agencies within the Operational Area. This position would work closely with the different programs and seek out new ways to make sure that efforts are coordinated and resources are leveraged. They would also actively develop and seek out volunteer opportunities, for example within the City's Emergency Operations Center. This cross-coordination would support the need to continuously engage volunteers to ensure retention. This would also place a heavy emphasis on volunteer opportunities in the neighborhood to ensure that NERT response will be robust and effective. This requires recognition of the importance of engaging volunteers in their neighborhoods as well as in other City response areas. Supporting the NERT Neighborhood Volunteer Coordinators' efforts is a key focus.

Most of the disaster volunteer programs in the Operational Area focus on response to a large earthquake, which has a high probability but low frequency, whereas, this past winter we saw two activations in response to H1N1. Increased capability to use volunteers in activations such as this, as well as exercises, for example to test Point of Distribution Sites, could be utilized to re-invigorate volunteers and help them keep their skills fresh. A volunteer coordinator position would be able to keep track of and promote volunteer opportunities throughout the Operational Area.

Project Narrative: Continued

2. Describe volunteer deployment in the Operational Area:
   a) Provide an overview of the current status *(answers can include frequency of volunteer use, who or what departments deploy volunteers, and the resource request processes)*

Each program is responsible for deploying their own volunteers, as described below:

NERT

In the case of a level one catastrophic event, NERT volunteers will self activate according to training procedures. The response team is organized using the ICS structure to ensure safety and accountability of the volunteers and create a permanent record of actions taken. As such, the volunteers sign in with their neighborhood NERT coordinator and report in as assigned through the ICS structure. The teams are taught to prioritize information based on life safety and major hazards first, lower level hazards second. For the disaster response, San Francisco Neighborhoods have been divided and assigned to one of the nine Fire Battalion Stations in San Francisco. The teams will have direct communication with the station by Ham radio or by runner.

NERT volunteers have been deployed for the Cosco Busan oil spill and the response to H1N1. During the Cosco Busan oil spill, a call up plan was developed to activate NERT volunteers for less than catastrophic event response. In this type of situation, volunteers report to the NERT program coordinator and sign in for activation to receive their assignment.

In accordance with the DSWVP guidelines and SEMS, The SFFD is the supervising agency for NERT trained volunteers. Requests for use of NERT volunteers may be made through the supervising agency. The key element to the activation is the request for a Local Emergency Declaration at minimum to activate the DSWVP coverage. This request would be considered in the case of a non- level 1 catastrophic event or after a NERT volunteer is demobilized from the neighborhood response on a case-by-case basis. NERT volunteers agree by opting-in in advance to be part of a response beyond the NERT mission that may involve assisting another agency. Even if they have opted in, they may refuse at the time of deployment if they are unavailable. Liability coverage would be guaranteed for these volunteers at the time of deployment. The NERT program Coordinator or other SFFD Designee would continue to oversee and coordinate the NERT participation with safety in mind. Proper training by the requesting agency will be ensured when NERT volunteers are assigned to tasks outside their neighborhood response. The SFFFD cannot have, or be seen as having, primary responsibility for the efficacy of training it does not create or deliver.

SFACS

In an emergency, SFACS members are activated as a unit by the Communications Branch of the Emergency Operations Center (EOC). In the event of a major disaster where communication between the EOC and the SFACS Chief or designee is not possible, the ACS Chief is authorized to deploy personnel needed to the staff the SFACS Response Organization. ACS members are deployable to any location within the Operational Area but most likely will be deployed to an Emergency District Coordination Center at a Fire Battalion Station, the EOC or City department such as

Public Health, or other key SFACS operating location such as the SFACS Radio Room. Under the direction of local government, SFACS members may provide Mutual Aid when requested through appropriate Mutual Aid Channels. SFACS members may also be activated to support public safety communications for events, including Citywide exercises. Participation in planned and unplanned events are seen as a valuable training and exercise tool.

EVC

During a disaster, City Departments that identify a volunteer need will make a resource request through their Department Operations Center to the Logistics Branch of the Emergency Operations Center. The request is routed to the Emergency Volunteer Center and posted as a volunteer opportunity. When an appropriate volunteer is identified, they are sworn in at the EVC as a Disaster Service Worker Volunteer, issued an Identification Card, provided a safety training and referred to the requesting agency for deployment.

b) Identify key program gaps

The gaps related to deployment include:

- Liability coverage for volunteers when a disaster is not declared.
- Lack of specific written protocol for requesting a Declaration of Local Emergency.
- It is not unusual for volunteers in this field to commit themselves to multiple programs. This makes it challenging to know how many volunteers each program is able to count on being able to deploy.

c) Describe the goal or ideal vision of volunteer deployment in the OA *(clearly identify impact of this grant).*

SFFD recognizes that the strength of NERT trained volunteers is the role they play in reducing the demand on City services post-disaster. As such, the emphasis on NERT volunteers deploying in their neighborhood first is a high priority in addressing the City's overall needs in a catastrophic event. The initial deployment focuses on triage, neighborhood assessment and needs prioritization and reporting. As the event response is prolonged, recovery and restoration will change the needs of the volunteer response. A plan and advance training for volunteers will need to be developed for opportunities that relate to the specific needs of recovery and restoration. A plan to expand the provision of psychological support for volunteer responders is also needed.

The Disaster Corps deployment opportunity would be an attractive option for volunteers wishing to assist outside the OA while ensuring that they are pre-affiliated should the need arise for them to respond locally. It would also allow the local programs to track volunteer deployment in real time, which does not currently occur.

Project Narrative: Continued

3. Describe disaster volunteer training in the Operational Area:

   a) Provide an overview of the current status *(answers can include who/what organizations currently train disaster volunteers, available training, and training frequency)*

   There are a variety of different training programs available to volunteers interested in participating in disaster response. Each program is responsible for training their own volunteers.

   NERT

   The 20 hour NERT Basic Course is offered approximately 30 times per year. It is available to anyone who lives or works in San Francisco. The SFFD uses donated spaces throughout the City to increase geographical availability of training to more people. Basic training includes familiarity with the City's overall response plan. Advanced training in ICS, NERT Disaster Operations, Staging Area training, Ham Radio Communications, Coordinator Leadership, and Fire Department Operations Support is available to volunteers who have completed the Basic Course.

   The SFFD conducts drills and exercises monthly for NERT graduates to target specific response skills and overall response practice of volunteers. In addition, a two hour training workshop in collaboration with the SF SAFE Neighborhood Watch program is offered monthly and additionally on an as needed basis to train Block Captains to assist the NERT team with assessment and neighbor care.

   SFACS

   SFACS members are classified into one of six categories, depending on experience and training. Details of the requirements for each level are outlined in the SFACS Plan; an overview of training requirements follows. All members must have an FCC Amateur Radio License. The Operational Area usually hosts at least one annual "Ham Cram" to give individuals the opportunity to take the required FCC test. To move beyond the initial entry designation of *Trainee* to the designation of *Emergency Responder*, members must complete IS-700, IS-100 and IS-200 and are strongly encouraged to complete at least one additional FEMA independent study or classroom course each year. Mentoring is used to provide *Trainees* with hands on experience. To become a *Team Leader*, members must demonstrate the ability to lead effectively and teach others. *Team Leaders* are also required to complete ICS-300, ICS-400 and IS-800. ICS-300 and ICS-400 level classes are offered free of charge by the Department of Emergency Management.

   b) Identify key program gaps *(answers can include availability of training, coordination and uniformity of training.)*

   While some volunteers seek out training opportunities with agencies other than the one they are primarily affiliated with, there is no master calendar of trainings for disaster volunteers in the Operational Area. Additionally, it is not unusual for trainings to be cancelled due to low attendance.

   SFACS members are invited to participate in the Incident Command System courses offered free of charge by the Department of Emergency Management. However, these courses are only offered during business hours, to accommodate City employees who

make up the majority of attendees. This presents a challenge for volunteers who are employed full-time.

c) Describe the goal or ideal vision of volunteer training in the OA *(clearly identify the impact of this grant).*

Training can be an effective method for keeping volunteers engaged. It is also necessary to ensure that volunteers maintain their skills between infrequent activations. The DC Volunteer Coordinator would maintain an overall calendar of the various training opportunities available throughout the Operational Area that might be appropriate for disaster volunteers. This would improve awareness about the trainings offered by each program and hopefully increase overall attendance. It might even be possible to schedule weekend or after-hour ICS courses to accommodate volunteers that work during the week. The Coordinator could also seek out opportunities in neighboring Counties that might not be offered locally.

Project Narrative: Continued

4. Describe the Operational Area's capacity to manage and coordinate both government-affiliated volunteers and spontaneous unaffiliated volunteers in times of disaster (SUVs):
   a) Provide an overview of the current status *(answers can include the staff/ departments that are responsible for volunteer coordination, plans and procedures that are in place, and formal agreements/public private partnerships that exist).*

      Upon direction from the Emergency Operations Center, the Department of Human Resources will implement the Emergency Volunteer Center (EVC) Plan. The plan details how the Operational Area will address spontaneous un-affiliated volunteers during a disaster. An MOU was developed with The Volunteer Center to describe their role in supporting the EVC by providing staffing and technical assistance. Via the plan, volunteers will be screened and then referred to a local nonprofit or affiliated with the City and County of San Francisco as a Disaster Service Worker Volunteers. The EVC will provide a seat for partner agencies, such as the Red Cross, as well as City Departments that might be large users of volunteers, depending on the type of emergency, such as the Department of Public Health. Affiliated volunteers will respond according to their supervising agency's instructions and/or operational plan.

   b) Identify key program gaps

      Few nonprofits and City Departments have identified specific volunteer opportunities for un-affiliated volunteers in a disaster. Post-disaster it will be especially challenging for the EVC to collect this information due to damage to infrastructure, such as phone lines.

      While most programs have their own plan for managing affiliated volunteers, and there is an extensive plan for SUVs, there is currently no overall document that describes the role of affiliated volunteers during a disaster.

   c) Describe the goal or ideal vision of affiliated and spontaneous unaffiliated volunteer management in the OA *(clearly identify the impact of this grant and related products such as plans or procedures).*

      A position dedicated to volunteer coordination for the Operational Area could work in partnership with The Volunteer Center to do outreach to both City Departments and local nonprofits to assist them to identify and develop potential disaster volunteer opportunities. Addressing this gap would improve the County's ability to manage spontaneous un-affiliated volunteers in a disaster.

      The DC Coordinator would also assist the SFFD in determining the liability when spontaneous volunteers accept direction form NERT trained volunteers at the neighborhood level during a response.

      In addition, the Disaster Corps Volunteer Coordinator, with the big picture view of volunteerism in the Operational Area, would be integral to the development of a Volunteer Annex that incorporates affiliated volunteers.

Project Narrative: Continued

5. Describe how non-governmental organizations (NGO) active in disaster are integrated into the state's emergency management system:
   a) Provide an overview of the current status *(answers can include a discussion of current public/private partnerships, collaborative efforts through committees and workgroups, etc.)*

The Department of Emergency Management has added a Community Branch to the Operations Section of the Emergency Operations Center. The purpose of the Community Branch is to better integrate partners from the non-governmental sector into the City's emergency response framework. The Branch is staffed by representatives for the schools, nonprofits and the private sector. The Community Branch will also have an integral role in the restoration and recovery phases of any event.

In addition, the City partners with the community on several key initiatives to ensure that the non-governmental sector is ready to participate in response and recovery efforts. Some of these initiatives include:

SF CARD (Community Agencies Responding to Disasters) provides training and technical assistance to community and faith-based organizations so they can continue to serve their clients post-disaster. SF CARD serves as the local VOAD (Voluntary Organizations Active in Disaster) for the Operational Area. They have a seat at the Care & Shelter Department Operations Center and will likely serve as a liaison to the nonprofit sector through the Community Branch.

The purpose of *Bay Area CAN (Coordinated Assistance Network)* is to improve services to clients after a disaster through the use of a shared database. In addition, the collaboration works to create joint response and recovery plans that are integrated into the City's overall response plan and enhance existing community collaboration efforts. Bay Area CAN will be used by the Community Branch in the EOC to maintain a picture of which organizations the provision of services at the community level by nonprofit organizations.
The *San Francisco Interfaith Council (SFIC)*, with support from its community partners, holds a summit every other year to bring congregations together to plan for their role in a disaster. SF CARD follows-up with conference participants between summits to conduct training and to provide technical assistance for emergency plan development.

In addition to hosting a private sector workgroup, the Department of Emergency Management, in collaboration with the SF Chamber of Commerce, produces *SF Ready* roundtables every other month, free to the public, on topics of business emergency preparedness and business continuity.

The SFFD offers twice yearly free business NERT training in the Financial District through *BOMA (the Building Owners and Managers Association)* as well as additional private training upon request to help prepare companies for disaster response. Large and small businesses and non-profits such as *TNDC, the Tenderloin Neighborhood Development Corporation*, have developed teams of NERT trained responders, able to interface directly with the SFFD in a disaster response.

b) Identify key program gaps

A challenge in any large-scale disaster that impacts infrastructure, such as an earthquake, will be communication. If phone lines are damaged it will be difficult for our non-governmental partners to provide status information or make their resource needs known to the Community Branch in the EOC. Debris, damage to roadways and bridges, and other physical obstacles may cause some parts of the City to be temporarily isolated.

While there are a number of programs, such as those through SF CARD, available to nonprofits and community organizations to assist them in their efforts to become disaster resilient, many struggle with having limited or no organizational resources to dedicate to training and technical assistance.

Lack of awareness about programs, such as those listed above, is another challenge. The DC Volunteer Coordinator will be knowledgeable about these available opportunities and can help promote them to the community.

c) Describe the goal or idea vision of NGO integration into the state's emergency management system

Increasing the number of agencies who train volunteers in NERT will increase their capability to reach City services directly in disaster. The Disaster Corps Volunteer Coordinator will work to increase participation by one or two key staff people in agencies that plan to continue operations during and post disaster. This will position them to be better able to coordinate and assist with the neighborhood response as well as report appropriate life safety and major hazards to their building and clients to the SFFD when communication systems are overwhelmed.

In addition, these same non-profits will be encouraged to Partner with the SF CARD and Red Cross Ready Business opportunities so that their additional needs can be reported to the aforementioned Community Branch as appropriate.

While not covered within the scope of this grant, the OA is working with foundations as well as departments that contract with nonprofits, to encourage them to fund their grantee's efforts to become/maintain disaster resilient.

Project Narrative: Continued

6. Describe how the Disaster Corps program will be developed, expanded, and promoted in the OA *(answers could include the volunteer coordinator's specific duties, activities, training, events, and continuity practices).*

Specific duties, activities and continuity practices of the Disaster Corps Volunteer Coordinator include the following:

- A primary function of the Disaster Corps (DC) Volunteer Coordinator will be to ensure coordination between the various volunteer initiatives that engage volunteers in disaster readiness. One of the ways they will do this is to spend three days located at the NERT program offices and two days located at the Department of Emergency Management. The SFFD will initiate the requisition to facilitate the hiring as the NERT program is tied to current eligibility of Disaster Corps Volunteers.

- The DC Volunteer Coordinator will reach out to other City Departments that use volunteers on a day-to-day basis, such as the Department of Recreation and Parks, to determine if it would be appropriate to pre-affiliate them as Disaster Service Worker Volunteers. This will include emphasis on the importance of NERT training as an entry point to DSWVP. Related to this effort, the Mayor's Office has recently launched an initiative to develop a one-stop platform for recruiting & managing volunteers for the City. The DC Volunteer Coordinator would attend the planning meetings for this initiative.

- The DC Volunteer Coordinator will lead the development of a program that addresses the recruitment, training, management, recognition and retention of volunteers to support the Department of Emergency Management. Key consideration needs to be given to ensuring that the liability issues related to these volunteers are addressed. The focus will be on recruiting volunteers who do not already have a role in emergency response. This will address the issue of brain-drain on existing programs and improve the OA's ability to anticipate deployable volunteer resources.

- The DC Volunteer Coordinator will assist with the expansion of NERT trained volunteers in San Francisco in general and provide support to neighborhood teams in their efforts to develop effective and robust teams.

- The DC Volunteer Coordinator will work with the SFFD to complete the NERT recertification project to bring pre-2005 graduates to a current response status. This person will also create and implement plans to increase the visibility and, where possible, media attention for NERT. This expansion will lead naturally to the participation of NERT trained volunteers in the Disaster Corps. The additional deployment and training opportunity is a draw to new volunteers as well as some long term volunteers.

In addition, the DC volunteer coordinator will be responsible for the following duties per the requirements of the grant:

a. Disaster Corps Program Development

- Coordinate with CaliforniaVolunteers in the development and implementation of the Disaster Corps, contributing to statewide program discussions and development of disaster volunteering.
- Provide support and technical assistance to the OA Disaster Corps programs.

b. Disaster Volunteer Resource Inventory

- Complete training on the Disaster Volunteer Resource Inventory (DVRI) and serve as a DVRI trainer in the OA.
- Coordinate with Disaster Corps Volunteer Organizations to populate the DVRI with their program and volunteer data. Assist in the maintenance of DVRI data and regular reporting updates.
- Work with non-governmental organizations (NGOs) to populate the DVRI with their organizational and/or volunteer data

c. Disaster Corps/Volunteer Exercises

- Participate in the development and execution of an annual statewide Disaster Corps/volunteer exercise sponsored by CaliforniaVolunteers.

d. Spontaneous Unaffiliated Volunteers

- Assist with updates to the OA's Emergency Volunteer Center plan.

e. Volunteer/Voluntary Agency Liaison

- Work with NGOs, including community and faith-based organizations, and Voluntary Organizations Active in Disaster in the OA, to build and expand voluntary agency capabilities to support all phases of emergency management.

f. Disaster Response

- Serve in the local government EOC to facilitate and coordinate volunteer resources in a disaster at the discretion of the OA.
- In coordination with the OA and Disaster Corps programs, develop response procedures to deploy Disaster Corps volunteers consistent with the California Master Mutual Aid Agreement and the Standardized Emergency Management System.

Project Narrative: Continued

IV: Sustainability (*5* points)

a) Describe how the OA will maintain the volunteer coordination function following the grant period.

If the program is well received in the OA, DEM will incorporate the volunteer coordination function into its funding strategy and apply to other grant sources to fund the position. For example, the position is consistent with the scope of deliverables prescribed in the Emergency Management Performance Grant (EPMG).

Additionally, the SFFD will maintain a NERT Coordinator and will continue to operate the NERT program under the authority of the SFFD As such, volunteer deployment as described in section two will not be affected following the grant period.

If additional funding is not available to continue the volunteer coordinator position, successful program activities will be distributed between the DEM Community Outreach Planner and the SFFD NERT Coordinator.

b) Describe how the OA and volunteer programs will promote, support, and expand development of the Disaster Corps Program following the grant period.

As mentioned earlier, the additional deployment and training opportunity is a draw to get new volunteers in to the NERT program. It is also an incentive for more experienced volunteers to maintain their status as deployable.

The OA has allocated a significant portion of the 2010 Homeland Security funding to preparedness activities, demonstrating a strong commitment to community engagement. Specifically, the Disaster Corps outreach strategy can be integrated into DEM's Preparedness Communication Strategy as well as the outreach strategies of affiliated government programs including SFACS and NERT.

Goal 12 of the OA's Strategic Plan focuses on Volunteer Coordination. The Disaster Corps Program can be added to the Implementation Roadmap to ensure that the program continues to be promoted and expanded beyond the grant period.

c) Detail specific plans, procedures, or other methods to ensure the continuity of volunteer coordination achievements accomplished through this grant program in the OA.

The Preparedness Communications Strategy, recently developed by the Department of Emergency Management (DEM), is another method that will be used to promote the Disaster Corps program. The Disaster Corps message can easily be integrated into the outreach efforts into the community. Additionally, DEM has staff positions specifically focused on planning and outreach to both the private sector and to schools and can promote the Disaster Corps program to their constituencies.

In addition to being incorporated into DEM's Preparedness Communications Strategy as well as Goal 12, (Volunteer Coordination), of the OA's Strategic Plan, one of the tasks of the Disaster Corps Volunteer Coordinator will be to assist in the development of the Volunteer Annex to the Emergency Response Plan, which could incorporate the Disaster Corps Program. This will help to ensure that the volunteer coordination achievements accomplished though this grant program will be continued.

Project Narrative: Continued

V. Qualifications (10 points)

a) Describe your organization's (or the submitting agency's) capacity to carry out the proposed project. *(Include information on available staff/contractor resources, grant administration experience, and technical expertise related to the proposed project).*

In addition to the staff listed on the spreadsheet in the following section, the San Francisco Department of Emergency Management (DEM) has the following staff who can support the overall implementation of the grant:

- A Grants Manager who will support the administration of the grant and ensure financial compliance with the scope of the grant.
- A Training and Exercise team who can provide technical assistance in the development and delivery of training and exercises.

The Disaster Corps Volunteer Coordinator will benefit also from a very team-focused organization and be able to draw upon the expertise of staff Emergency Planners to support the development of volunteer protocols.

The DC Volunteer Coordinator will be supported by a robust NERT training program that is sponsored by the San Francisco Fire Department and will assist in the ability to carry out the project.

b) List staff (including consultants) for the program, the role they will play, and background and experience needed to conduct the program.
Use the table included on the next page.

Project Narrative: Continued
V. Qualifications b. continued

#	Name	Status (mark one)		Role	Relevant background and experience
		Staff	Consultant		
1	Amy Ramirez	X		DC Volunteer Coordinator co-manager	Over 12 years of expertise in managing volunteers and volunteer programs, 8 of which were specifically focused on the issue of engaging volunteers in emergency response. Experience includes five years as an Emergency Planner for the OA focused on community outreach and preparedness initiatives.
1	Erica Arteseros	X		DC Volunteer Coordinator co-manager	Joined the San Francisco Fire Department in December 1997. Since 2004, coordinated the San Francisco Fire Department NERT program which includes engaging new volunteers through training and community activities and presentations as well as management and retention of the existing NERT program graduates. In addition, this entails management of a volunteer advisory board that meets monthly as well as coordination with volunteer neighborhood coordinators who meet quarterly; all of whom assist with local activities and planning of citywide training and exercises.
1	Krista Slanker	X		Program & Grant Management Oversight	Nine years of emergency management experience and Homeland Security Grant oversight.

Volunteer Center Capability Building for Disaster Grant
Budget Summary

Legal Applicant Name: City and County of San Francisco

NOTE: This form automatically populates based on data inputted in the Budget Narrative Form. No entry on this form should be required.

	Amount Requested by Category		Total Amount Requested
	Planning	Training	
Personnel Expenses			
Personnel Costs	$88,800	$22,200	$111,000
Benefits	$31,080	$7,770	$38,850
Subtotal, Personnel Expenses	$119,880	$29,970	$149,850
Disaster Corps Program Activities	$3,000	$5,000	$8,000
Subtotal, Program Activities	$3,000	$5,000	$8,000
Disaster Corps Security Screening	$5,400	$0	$5,400
Subtotal, Security Screening	$5,400	$0	$5,400
Operating Expenses			
Travel	$0	$0	$0
Supplies	$0	$18,750	$18,750
Other	$3,000	$10,500	$13,500
Contracts/Consultants	$9,750	$0	$9,750
Subtotal, Operating Expenses	$12,750	$29,250	$42,000
Total Budget Request	$142,030	$64,220	$206,250

p. 22

Volunteer Center Capability Building for Disaster Grant
Budget Narrative Form

Legal Applicant Name: City and County of San Francisco

Item of Expense	Calculation	Amount Requested by Category		Total Amount Requested	Percent of Total
		Planning	Training		
Personnel Expenses					
List position title here	$74,000/year for 1.5 year @ 100% grant funded, 80% Planning, 20% Training	$88,800	$22,200	$111,000	
				$0	
				$0	
Personnel	Subtotal: Personnel	$88,800	$22,200	$111,000	
				$0	
Benefits	Manditory Fringe Benefits at a rate of 35%	$31,080	$7,770	$38,850	
	Benefits Subtotal	$31,080	$7,770	$38,850	
	Subtotal: Personnel Expenses	$119,880	$29,970	$149,850	
Disaster Corps Program Activities (see comment). Report costs from Activities Roster here.					
b. Disaster Corps/Volunteer Exercises	mutual aid response drill, exercising 24 hour development	$2,000	$5,000		
c. Spontaneous Unaffiliated Volunteers Training	Develop just in time training - two training sessions	$1,000			
	Subtotal: Disaster Corps Program Activities	$3,000	$5,000	$8,000	
Disaster Corps Security Screening					
CA Department of Justice (DOJ) Security Screening	$35.00/volunteer @ 100 volunteers	$3,500			
Federal Bureau of Investigation (FBI) Security Screening	example: $15.00/volunteer @ 100 volunteers	$1,500			
Live scan/ Rolling fees (if applicable)	example: $14.00/volunteer @ 100 volunteers	$1,400			
	Subtotal: Disaster Corps Security Screening	$6,400	$0	$6,400	
Operating Expenses					
Travel					

p. 22-1

Volunteer Center Capability Building for Disaster Grant
Budget Narrative Form

Item of Expense	Calculation	Amount Requested by Category		Total Amount Requested	Percent of Total
		Planning	Training		
List anticipated trips	Calculation of trip costs per trip--must be based on state rates and anticipated number of travelers, location of travel, days of travel, etc.			$0	
				$0	
	Subtotal Travel	$0	$0	$0	
				$0	
Supplies					
List supplies to be charged to the grant related to the volunteer coordinator position. Supplies related to the $50,000.00 (maximum possible) for Disaster Corps program activities should be reported in the line below and in the Activities Roster tab.	Items purchased, amount purchased x price/unit = Amount			$0	
Total supplies for Disaster Corps program activities (not at the rate of from the Activities Roster tab)	(add totals from Activities Roster)		$18,750	$18,750	
	Subtotal Supplies	$0	$18,750	$18,750	
Other (see comment)					
Disaster Corps Program Development - training/meetings for volunteers	training manuals and mailing	$3,000	$1,000	$4,000	
Disaster Corps Program Development - Develop outreach psa and video short	CD reproduction		$2,000	$2,000	
Disaster Corps Program Development - Volunteer Recognition Development	plaques and recognition event		$2,000	$2,000	
c. Spontaneous Unaffiliated Volunteers Training	Printing of just in time training booklet		$4,000		
Disaster Corps Program Development - training/meetings for volunteers	projector supplies		$1,500		
	Subtotal Other	$3,000	$10,500	$13,500	
Contracts/Consultants					
Individually list any contracts or consultants to be utilized for project.	Description of how contract or consultant amount was determined.			$0	
Disaster Corps Program Development - Develop outreach psa and video short	150 hours of contract time at $65/hour	$9,750			
	Subtotal Contracts/Consultants	$9,750	$0	$9,750	
Total Budget Request		$142,030	$64,220	$206,250	

p-22 ii

Legal Applicant Name:	City and County of San Francisco

Instructions:

1.Use the table below to detail specific planning activities that will be undertaken by the Disaster Corps program as part of this grant. This information should have more detail than what is included in the Budget Narrative Form.

2. Add lines as necessary to detail specific activities, deliverables, and supplies/costs allocated for each item. Supplies related to each activity should be called out as a separate line directly under the activity (events, trainings, exercises, etc.)

Note: Up to $50,000 available (with 100 nominated volunteers, total funds will be prorated for applicants who have identified less than 100 volunteers) to fund disaster volunteer training, exercise, and planning activities, and for the purchase of pertinent supplies relative to meeting Disaster Corps guidelines.

These funds are separate from/in addition to the $150,000.00 for the volunteer coordinator position and funds for the Disaster Corps security screening costs. Disaster Corps programs must report to the OA actual expenditures for these funds, and that information must be included in the OA/subgrantee's quarterly grant progress report.

Do not include costs attributed to the volunteer coordinator or DC security screening here.

Disaster Corps Program Activities Roster

Activity Area	Deliverables (example: plans, documents, number of individuals trained, etc)	Estimated Total Costs	Training	Planning
Supplies a1:	half mask respirators	$3,000.00	3000	
	starter responder kit	$5,000.00	5000	
	first aid kit	$2,000.00	2000	
	triage kit	$3,500.00	3500	
	canopy shelter	$4,000.00	4000	
	response forms	$1,250.00	1250	
a. Disaster Corps Program Development				
a1 training/meetings for volunteers	training manuals	$1,000.00	1000	
	mailing	$3,000.00		3000
	projector supplies	$1,500.00	1500	
a2:Develop outreach psa and video short	visual recruitment CD			
	contract 150 hrs @ $65/hr	$9,750.00		9750
	reproduction	$2,000.00	2000	
a3: Volunteer recognition development	recognition plaques	$800.00	800	

	award event	$1,200.00	1200	
b. Disaster Corps/Volunteer Exercises				
b1 mutual aid response drill	exercise: 24 hour deployment	$7,000.00	5000	2000
c. Spontaneous Unaffiliated Volunteers				
c1 Just in time training guideline	2 training sessions	$1,000.00		1000
	guideline booklet	$4,000.00	4000	
	Subtotals	*$50,000.00*	*$34,250.00*	*$15,750.00*

p. 22 - iv

5. Grant Assurances

These grants are being provided as a sub-grant from funds provided to CaliforniaVolunteers from Federal Homeland Security resources through the State Homeland Security Grant Program and Citizen Corps Program, Grant FY08: Grant # 2008-0006, OES ID# 000-92297 and FY09: Grant # 2009-SST9-0019 Cal EMA ID 000-92297.

As such, sub-grantees must follow all rules, requirements, and restrictions associated with the federal funding. Detailed information on the federal requirements can be found at:

FY 2008
http://www.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESFileLibrary/Homeland%20Security%20Files/$file/fy08_hsgp_guide.pdf

FY 2009
http://www.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESFileLibrary/Homeland%20Security%20Files/$file/FY09_Fed_Guidance.pdf

By signing the Assurances and Certifications form, you certify that you agree to perform all actions and support all intentions in the Assurances section.

Name	Amy Ramirez
Title	Emergency Planner
Signature	
Date	May 7, 2010