

File No. 191020

Committee Item No. 2

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date October 23, 2019

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <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 checked="" 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"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

- | | | |
|-------------------------------------|--------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Port Commission Resolution</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Linda Wong

Date October 18, 2019

Completed by: Linda Wong

Date _____

1 [Accept and Expend Grant - Retroactive - Department of Homeland Security - 2018 Port
2 Security Grant Program - Alternate Disaster Operations Center - \$105,000]

3 **Resolution retroactively authorizing the Port of San Francisco to accept and expend a**
4 **grant award in the amount of \$105,000 from the Department of Homeland Security's**
5 **2018 Port Security Grant Program to fund the buildout of an alternative Disaster**
6 **Operations Center (DOC) at Pier 50 as a backup to the Port's primary DOC at Pier 1 for**
7 **the period of September 1, 2018, through August 31, 2021.**

8
9 WHEREAS, The FY2018 Port Security Grant Program (PSGP) provides grant funding
10 to port areas for the protection of critical port infrastructure from terrorism; and

11 WHEREAS, On June 18, 2018, the Port of San Francisco applied for grant funds under
12 the FY2018 PSGP; and

13 WHEREAS, On September 14, 2018, the Port was awarded \$105,000 in grant funds
14 for the buildout of an alternative DOC at Pier 50 to back up the Port's primary DOC at Pier 1;
15 and

16 WHEREAS, On April 4, 2019, through Resolution No. 19-10, the Port Commission
17 authorized the Executive Director to seek the Board of Supervisors' approval to accept and
18 expend the grant, including any extensions, augmentations or amendments thereof; and

19 WHEREAS, This grant does not create any new positions and will not require an
20 amendment to the Annual Salary Ordinance; and

21 WHEREAS, Port funds (\$35,000) have been identified to provide the required 25% of
22 the total project cost of \$140,000 in required non-federal match monies; and

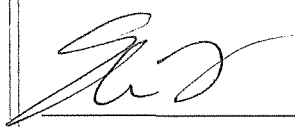
23 WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now,
24 therefore, be it

1 RESOLVED, That the Board of Supervisors hereby authorizes the Port of San
2 Francisco to accept and expend \$105,000 in grant funding from the Federal Emergency
3 Management Agency for security improvements at the Port of San Francisco; and be it


4 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
5 indirect costs in the grant budget and, be it

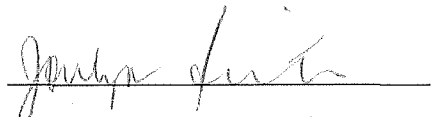
6 FURTHER RESOLVED, That the Port, subject to the Board of Supervisors' approval,
7 authorizes the Executive Director or her designee to execute for and on behalf of the City and
8 County, any documents necessary to enter into the grant agreement with the Federal
9 Emergency Management Agency within the Department of Homeland Security, including any
10 extensions, augmentations or amendments, thereof.

11
12
13 Recommended:

14 
15 _____

16 Department Head

13 Approved: 
14 for Mayor

16 Approved: 
17 for Controller

File Number: _____

(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form

(Effective July 2011)

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

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

- 1. Grant Title: **2018 Port Security Grant Program**
- 2. Department: **Port of San Francisco**
- 3. Contact Person: **Ken Tashian** Telephone: **415-274-0262**
- 4. Grant Approval Status (check one):
 - Approved by funding agency
 - Not yet approved
- 5. Amount of Grant Funding Approved or Applied for: **\$ 105,000**
- 6. a. Matching Funds Required: **\$ 35,000 (25% of total project costs)**
 b. Source(s) of matching funds (if applicable): **Port of SF - \$35,000**
- 7. a. Grant Source Agency: **Federal Emergency Management Agency**
 b. Grant Pass-Through Agency (if applicable): **N/A**
- 8. Proposed Grant Project Summary: **\$105,000 for buildout of an alternative Disaster Operations Center (DOC) at Pier 50 as a backup to the Port's primary DOC at Pier 1.**
- 9. Grant Project Schedule, as allowed in approval documents, or as proposed:
 Start-Date: **June 1, 2020** End-Date: **August 31, 2021**
- 10. a. Amount budgeted for contractual services: **\$0**
 b. Will contractual services be put out to bid? **No**
 c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**
 d. Is this likely to be a one-time or ongoing request for contracting out? **N/A**
- 11. a. Does the budget include indirect costs?
 Yes No
 b. 1. If yes, how much? \$
 b. 2. How was the amount calculated?
 c. 1. If no, why are indirect costs not included? **Not reimbursable under Federal guidelines**
 Not allowed by granting agency To maximize use of grant funds on direct services
 Other (please explain):
 c. 2. If no indirect costs are included, what would have been the indirect costs?
- 12. Any other significant grant requirements or comments: **No**

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

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

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

14. The Departmental ADA Coordinator 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 disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Wendy Proctor

(Name)

Senior Architect and ADA Coordinator

(Title)

Date Reviewed: 7/16/2019

Wendy Proctor
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Elaine Forbes

(Name)

Executive Director

(Title)

Date Reviewed: 7/19/2019

[Signature]
(Signature Required)

MEMORANDUM

April 4, 2019

TO: MEMBERS, PORT COMMISSION
Hon. Kimberly Brandon, President
Hon. Willie Adams, Vice President
Hon. Gail Gilman
Hon. Victor G. Makras
Hon. Doreen Woo Ho

FROM: Elaine Forbes
Executive Director

SUBJECT: Request authorization, subject to Board of Supervisors' approval, to accept and expend \$105,000 in 2018 Port Security Grant Program (PSGP) funds from the U.S. Department of Homeland Security for security improvements at the Port of San Francisco

DIRECTOR'S RECOMMENDATION: Approve Attached Resolution to Accept and Expend \$105,000 in 2018 Federal funding in support of a National Preparedness Goal of achieving a secure and resilient nation.

Executive Summary

On May 21, 2018, the Federal Emergency Management Agency (FEMA), an agency within the Department of Homeland Security (DHS), announced grant allocations for the 2018 Port Security Grant Program, effectively beginning the application process for 2018 Preparedness Grants. On June 18, 2018, the Port submitted a grant application to FEMA for consideration.

On September 14, 2018, FEMA notified the Port of its \$105,000 award to fund the buildout of an alternative Disaster Operations Center (DOC) at Pier 50 as a backup to the Port's primary DOC at Pier 1. Funding includes \$105,000 in federal funds and \$35,000 in Port capital matching funds as required which represents the required twenty-five percent (25%) cash or 'in kind' match for approved projects as measured by total project cost.

The grant period of performance is set to expire on August 31, 2021; however, approved requests for extensions could extend the period of performance until August 31, 2023. At this time, the Pier 50 alternate DOC project must be completed by August 31, 2021.

THIS PRINT COVERS CALENDAR ITEM NO. 7A

In order for the Port to accept grant funds of \$100,000 or more, the San Francisco Port Commission must authorize Port staff to seek Board of Supervisors' approval to accept and expend the funds.

Strategic Objectives

The project funded by this grant will provide a backup facility that will increase the Port's ability to successfully recover from natural and human-caused disasters. This aligns with the Port Strategic Plan's "Resilient" objective #2.a.iii: "Identify potential FEMA grants to reduce risk and provide safe and timely service during and after a significant hazard event, by 2019."

Background and Purpose

The Port Security Grant Program provides Federal funding to port areas for the protection of critical port infrastructure from terrorism. These funds are primarily intended to assist ports in enhancing risk management capabilities, increasing domain awareness, improving capabilities for prevention, detection and response and recovery from attacks involving improvised explosive devices and other nonconventional weapons.

In the event that the Port's primary DOC located at Pier 1 does not survive a catastrophic event, the completion of this project will enable the Port to direct recovery operations, and coordinate Citywide disaster recovery activities from Pier 50.

Grant Approval Process

On May 21, 2018, FEMA, an agency within DHS, announced grant allocations for the 2018 Port Security Grant Program, effectively beginning the application process for the 2018 Preparedness Grants. FEMA requires a 25 percent (25%) cash or 'in-kind' match for approved projects.

On June 18, 2018, the Port submitted its grant application to FEMA for consideration. A committee made up of representatives from the region's major ports and maritime stakeholder community evaluated the applications and provided input to the local U.S. Coast Guard Captain of the Port, who then forwarded the applications, with funding recommendations, to FEMA.

On September 14, 2018, FEMA notified the Port of its \$105,000 award to fund the buildout of an alternative DOC at Pier 50 to back up the Port's primary DOC at Pier 1. Funding includes \$105,000 in federal funds and \$35,000 in Port capital matching funds as required which represents the required twenty-five percent (25%) cash or 'in kind' match for approved projects.

- **\$140,000 for the buildout of an alternative DOC at Pier 50 to back up the Port's primary DOC at Pier 1 (\$105,000 Grant; \$35,000 Port):**
This proposed investment will provide funding to purchase office furniture, emergency radios, video equipment, and fiber cable connectivity to the City's FiberWAN.

Regulatory Approvals

Environmental and Historic Prevention

FEMA has not yet completed its Environmental and Historic Preservation (EHP) review, which is required prior to Port staff initiating any Port Security Grant Program funded project. FEMA's EHP review ensures compliance with federal environmental and historic preservation laws. FEMA is in the final stage of EHP review of this project. Staff is confident that approval will be reached in sufficient time to complete work prior to the grant expiration date of August 31, 2021.

Climate Action

The potential for sea level rise is a concern for all Port projects along the waterfront. However, the design life of these projects is limited to less than 30 years, so Port staff does not anticipate that the funded project will be impacted by sea level rise within that time period.

Funding

As detailed in Table 1, the Port will use capital funding from Fiscal Year (FY) 2019-20 to meet the 25% match requirement for the PSGP funding.

Table 1: Summary of Grant Program Funding

Project Description	PSGP Funds	Port Matching Funds			PSGP Project Total
		FY18-19 Budget	FY19-20 Budget	Total Port Match	
Alternate DOC Buildout	\$105,000	\$0.00	\$35,000	\$35,000	\$140,000
Total Funding	\$105,000	\$0.00	\$35,000	\$35,000	
Percent of Total	75%			25%	

Schedule

The anticipated schedule is as follows:

Port Commission Approval	April 2019
Board of Supervisors Approval	July 2019
Complete Requirements Document	August 2019
EHP Clearance	October 2019
Advertise for Bids	January 2020
Award	March 2020
Project Implementation and Closeout	June 2020

Requested Port Commission Action

Port staff seek Port Commission authorization for its Executive Director to seek Board of Supervisors approval to accept and expend \$105,000 in 2018 PSGP funds from the Department of Homeland Security for security and recovery enhancements on the Port of San Francisco. Upon the Port Commission's approval, Port staff will seek Board of Supervisors approval to accept and expend the 2018 PSGP grant funds.

Prepared by: Ken Tashian
Program Manager

For: Byron Rhett
Chief Operating Officer


**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO 19-10

- WHEREAS, the U.S. Department of Homeland Security Port Security Grant Program (PSGP) provides grant funding to port areas for the protection of critical port infrastructure from terrorism; and
- WHEREAS PSGP funds are primarily intended to assist ports in enhancing risk management capabilities, increasing domain awareness and improving capabilities for prevention, detection, response and recovery from attacks involving improvised explosive devices and other nonconventional weapons; and
- WHEREAS, on June 20, 2018, the Port of San Francisco submitted an application for grant funds under the PSGP; and
- WHEREAS, on September 14, 2018, the Port of San Francisco was awarded \$105,000 in PSGP grant funds for security improvements on Port of San Francisco property (the "grant") which will fund the buildout of an alternative Disaster Operations Center (DOC) at Pier 50; and
- WHEREAS, under the City Administrative Code Section 10.107-1, the Port of San Francisco must obtain Board of Supervisors' approval to accept and expend grant funds of \$100,000 or more; and
- WHEREAS, the Fiscal Year 2019-20 Capital Budget includes \$250,000 in funding, a portion of which may be used as the Port's grant match for the PSGP; and
- WHEREAS, the package of equipment and improvements to be funded is not a project under the California Environmental Quality Act; now, therefore, be it
- RESOLVED, that the Port Commission hereby authorizes its Executive Director to seek the Board of Supervisors' approval to accept and expend the PSGP grant funds of \$105,000; and be it further
- RESOLVED, that the Port Commission hereby urges the Board of Supervisors to approve the request for approval to accept and expend the grant; and be it further

RESOLVED, that the Port Commission, subject to the Board of Supervisors' approval, hereby authorizes the Executive Director or her designee to accept and expend the grant, and to execute for and on behalf of the City and County of San Francisco, any documents necessary to enter into the grant agreement with the Federal Emergency Management Agency or the Department of Homeland Security, including any extensions, augmentations or amendments thereof.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of April 9, 2019.



Secretary

U.S. Department of Homeland Security
Washington, D.C. 20472



Ken Tashian
Port of San Francisco
Pier 1
San Francisco, CA 94111 - 2001

Re: Grant No.EMW-2018-PU-00341

Dear Ken Tashian:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2018 Port Security Grant Program has been approved in the amount of \$105,000.00. As a condition of this award, you are required to contribute a cost match in the amount of \$35,000.00 of non-Federal funds, or 25 percent of the total approved project costs of \$140,000.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2018 Port Security Grant Program Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

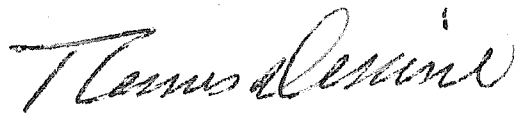
Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help use to make the necessary updates and avoid any interruptions in the payment process.

A handwritten signature in black ink, appearing to read "Thomas Dinanno". The signature is written in a cursive style with a large initial 'T' and 'D'.

THOMAS GEORGE DINANNO GPD Assistant Administrator



TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Ken Tashian, Port of San Francisco

DATE: April 26, 2019

SUBJECT: Budget Breakdown - \$140,000 grant award including \$105,000 from the Department of Homeland Security's 2018 Port Security Grant Program and the Port's \$35,000 (25%) match.

The Port's Grant Application

The Port was awarded \$105,000 in Federal funding as part of the 2018 Port Security Grant Program that when combined with the Port's \$35,000 match, will fund the buildout of an alternative Disaster Operations Center (DOC) at Pier 50 as a backup to the Port's primary DOC at Pier 1. These funds will be used solely for purchase office furniture, emergency radios, video equipment, and fiber cable connectivity to the City's FiberWAN.

All funds must be expended prior to the end of the grant performance period, August 31, 2021. In order for the Port to accept and expend grant funds of \$100,000 or more, the Board of Supervisors' approval is required.

Budget Category	Amount		
	Total	Fed	Non-Fed
A. Personnel			
B. Fringe Benefits			
C. Travel			
D. Equipment	\$140,000	\$105,000	\$35,000
E. Supplies	-		
F. Consultants/Contracts			
G. Other	-		
Total Direct Costs	\$140,000	\$105,000	\$35,000
H. Indirect Costs			
Federal Request		\$105,000	
Non-Federal Amount			\$105,000
Combined Total Project Costs	\$140,000		

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Margaret Doyle, Port of San Francisco
DATE: July 17, 2019
SUBJECT: Accept and Expend Resolution for FY 2018 Port Security Grant Program
GRANT TITLE: Fiscal Year 2018 Port Security Grant Program

Attached please find the original* and 1 copy of each of the following:

- Proposed grant resolution; original* signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Grant award letter from funding agency
- Ethics Form 126 (if applicable)
- Contracts, Leases/Agreements (if applicable)
- Other (Explain): Accept & Expend Resolution from Port Commission

Special Timeline Requirements: We would like resolution introduced in September 2019.

Departmental representative to receive a copy of the adopted resolution:

Name: Ken Tashian

Phone: 415.274.0262

Interoffice Mail Address: Port of San Francisco, Pier 1

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).

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

SIC

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Sophia Kittler
RE: Accept and Expend Grant – Department of Homeland Security – 2018
Port Security Grant Program - \$105,000
DATE: Tuesday, October 8, 2019

Resolution retroactively authorizing the Port of San Francisco to accept and expend a grant award in the amount of \$105,000 from the Department of Homeland Security's 2018 Port Security Grant Program to fund the buildout of an alternative Disaster Operations Center (DOC) at Pier 50 as a backup to the Port's primary DOC at Pier 1 for the period of September 1, 2018, through August 31, 2021.

Should you have any questions, please contact Sophia Kittler at 415-554-6153.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2019 OCT -8 PM 4:16
BY AK