



Approval Authority Meeting

Thursday, June 8, 2023

10:00 A.M

Alameda County Sheriff's Office
4985 Broder Blvd., Dublin, CA 94568
OES Assembly Room

Agenda

1. CALL TO ORDER ROLL CALL

UASI Chair	Mary Ellen Carroll, City and County of San Francisco
UASI Vice-Chair	Rich Lucia, County of Alameda
Member	Erica Arteseros, City and County of San Francisco
Member	Jessica Feil, City of Oakland
Member	Raymond Riordan, City of San Jose
Member	Dana Reed, County of Santa Clara
Member	Mike Casten, County of Contra Costa
Member	Steven Torrence, County of Marin
Member	Kelsey Scanlon, County of Monterey
Member	Chris Hsiung, County of San Mateo
Member	Jeff DuVall, County of Sonoma
General Manager	Craig Dziedzic

2. APPROVAL OF THE MINUTES (Discussion, Possible Action)

Discussion and possible action to approve the draft minutes from the March 9, 2023 regular meeting or take any other action related to the matter.

(Document for this item includes draft minutes from March 9, 2023.) 5 mins

3. GENERAL MANAGER'S REPORT (Discussion, Possible Action)

General Manager Craig Dziedzic will present his report:

- a. Grants Update (Discussion)
 - b. Annual Report (Discussion)
 - c. Organization Chart (Action)
 - d. Work Plans (Action)
 - e. Annual Budget (Action)
 - f. Management Team Tracking Tool and Future Agenda Items (Discussion, Possible Action)
- (Documents for this item are a report and 5 appendices from Craig Dziedzic.) 5 mins*

4. **BAY AREA UASI WORK GROUP ANNUAL PLAN UPDATE** (Discussion, Possible Action)
Regional Program Manager Janell Myhre will present an update on UASI Work Group Annual Plans. *(Documents for this item are a report and 7 appendices from Janell Myhre.) 5 mins*

5. **NATIONAL PRIORITY PROJECTS UPDATE** (Discussion, Possible Action)
Regional Program Manager Janell Myhre will present an update on the FY20 - FY23 National Priority projects. *(Document for this item is a report.) 5 mins*

6. **FY 24-25 PROJECT PROPOSAL GUIDANCE** (Discussion, Possible Action)
Regional Grants Manager Molly Giesen-Fields will present the FY24-25 Project Proposal Guidance. *(Documents for this item are a report and an appendix from Molly Giesen-Fields.) 5 mins*

7. **WEBSITE IMPROVEMENT PROJECT UPDATE** (Discussion, Possible Action)
Regional Program Manager Corinne Bartshire will present an update on the Website Improvement Project. *(Documents for this item are a report and 2 appendices from Corinne Bartshire.) 5 mins*

8. **NCRIC THREAT BRIEFING** (Discussion, Possible Action)
Director Mike Sena will present updates on the Special Event Assessment Rating (SEAR) and Suspicious Activity Reports (SARS) *(Document for this item is a report and an appendix from Mike Sena) 5 mins*

9. **REALLOCATION OF GRANT FUNDS** (Discussion, Possible Action)
CFO Tristan Levarado will present on the reallocation of grant funds. *(Document for this item is a report by CFO Tristan Levarado.) 5 mins*

10. ANNOUNCEMENTS - GOOD OF THE ORDER

11. GENERAL PUBLIC COMMENT

Members of the public may address the Approval Authority for up to three minutes on items within the jurisdiction of the Bay Area UASI Approval Authority.

12. ADJOURNMENT

If any materials related to an item on this agenda have been distributed to the Approval Authority members after distribution of the agenda packet, those materials are available for public inspection at the Bay Area UASI Management Office located at 1663 Mission Street, Suite 320, San Francisco, CA, 94102 during normal office hours: 8:00 a.m. - 5:00 p.m.

Public Participation:

It is the policy of the Approval Authority to encourage and permit public participation and comment on matters within the Approval Authority's jurisdiction, as follows.

- *Public Comment on Agenda Items.* The Approval Authority will take public comment on each item on the agenda. The Approval Authority will take public comment on an action item before the Approval Authority takes any action on that item. Persons addressing the Approval Authority on an agenda item shall confine their remarks to that particular agenda item. For each agenda item, each member of the public may address the Approval Authority once, for up to three minutes. The Chair may limit the public comment on an agenda item to less than three minutes per speaker, based on the nature of the agenda item, the number of anticipated speakers for that item, and the number and anticipated duration of other agenda items.
- *General Public Comment.* The Approval Authority shall include general public comment as an agenda item at each meeting of the Approval Authority. During general public comment, each member of the public may address the Approval Authority on matters within the Approval Authority's jurisdiction. Issues discussed during general public comment must not appear elsewhere on the agenda for that meeting. Each member of the public may address the Approval Authority once during general public comment, for up to three minutes. The Chair may limit the total general public comment to 30 minutes and may limit the time allocated to each speaker depending on the number of speakers during general public comment and the number and anticipated duration of agenda items.
- *Speaker Identification.* Individuals making public comment may be requested, but not required, to identify themselves and whom they represent.
- *Designated Public Comment Area.* Members of the public wishing to address the Approval Authority must speak from the public comment area.
- *Comment, Not Debate.* During public comment, speakers shall address their remarks to the Approval Authority as a whole and not to individual Approval Authority representatives, the General Manager or Management Team members, or the audience. Approval Authority Representatives and other persons are not required to respond to questions from a speaker. Approval Authority Representatives shall not enter into debate or discussion with speakers during public comment, although Approval Authority Representatives may question speakers to obtain clarification. Approval Authority Representatives may ask the General Manager to investigate an issue raised during public comment and later report to the Approval Authority. The lack of a response by the Approval Authority to public comment does not necessarily constitute agreement with or support of comments made during public comment.
- *Speaker Conduct.* The Approval Authority will not tolerate disruptive conduct by individuals making public comment. Speakers who use profanity or engage in yelling, screaming, or other disruptive behavior will be directed to cease that conduct and may be asked to leave the meeting room.

Disability Access

The Bay Area UASI Approval Authority will hold its meeting at the Alameda County Sheriff's Office, located at 4985 Broader Blvd., Dublin, CA 94568. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the UASI Senior Management Assistant, Vivina Santos at (628) 231-0162, at least 24 hours prior to the meeting.

Chair Carroll welcomed the new staff and congratulated the promotions. Seeing none, she requested public comment.

No member of the public commented.

4. CHIEF FINANCIAL OFFICER UPDATE FY23 BUDGET

Chief Financial Officer Tristan Levardo provided an update on the FY23 budget. Member Godley commented on inflation leading to indirect reduction of purchasing power, up to 10 percent. ([Reference Audio here: March UASI Approval Authority Meeting at 10:13](#)) No member of the public commented.

Motion: Member Feil motioned to approve

Moved: Member Feil **Seconded:** Chair Carroll

Vote: The motion was passed unanimously.

5. FY23 NATIONAL PRIORITY PROJECTS UPDATES

Regional Program Manager Janell Myhre provided an update on the national priority projects. Member Godley inquired about cybersecurity and the NCRIC. ([Reference Audio here: March UASI Approval Authority Meeting at 10:17](#))

Chair Carroll asked about election security.

No member of the public commented.

6. TRAINING AND EXERCISE UPDATES

BATEP Regional Program Manager Corinne Bartshire presented an overview of the Training and Exercise Program. ([Reference Audio here: March UASI Approval Authority Meeting at 10:26](#))

Chair Carroll asked about the APEC conference.

No member of the public commented.

7. REGIONAL CATASTRHPIC PREPAREDNESS PROGRAM UPDATES

RCPGP Project Manager Christophe Arnold presented updates about the regional catastrophic preparedness program ([Reference Audio here: March UASI Approval Authority Meeting at 10:34](#))

Chair Carroll asked about supply chain fuel issues.

No member of the public commented.

8. SECURING THE CITIES PROGRAM UPDATES

STC Regional Program Manager David Rocha presented updates about the securing the cities program. ([Reference Audio here: March UASI Approval Authority Meeting at 10:44](#))

No Approval Authority members had comments on this item.

No member of the public commented.

9. UASI FINANCIAL REPORTS – FY22 UASI SPENDING REPORT

Chief Financial Officer Tristan Levarado provided an update on FY22 spending. ([Reference Audio here: March UASI Approval Authority Meeting at 11:05](#))

No Approval Authority members had comments on this item.

No member of the public commented.

10. ANNOUNCEMENTS - GOOD OF THE ORDER

Chair Carroll wished everyone good luck with the upcoming storms as many counties were activating Emergency Operations Centers on March 9, 2023.

It was announced that Member Molfino from Monterey County, Member Godley from Sonoma County and Member Scardina from Marin County are leaving as members of the Approval Authority. ([Reference Audio here: March UASI Approval Authority Meeting at 11:07](#))

11. GENERAL PUBLIC COMMENT

No public comment.

12. ADJOURNMENT

The meeting was adjourned at 11:10 AM.



To: Bay Area UASI Approval Authority

From: Craig Dzedzic, General Manager

Date: June 08, 2023

Re: Item 03: General Manager's Report

Staff Recommendation:

Staff recommends approving the Organization Chart, Annual Work Plans, and FY 2023-2024 Management Team Budget.

Action or Discussion Items:

- (a) Homeland Security Grants Update (Discussion)
- (b) Annual Report (Discussion)
- (c) Organization Chart (Action)
- (d) Annual Work Plans (Action)
- (e) FY 2023-2024 Management Team Budget (Action)
- (f) Management Team Tracking Tool and Future Agenda Items (Discussion)

Discussion/Description:

(a) The Department of Homeland Security Grants Updates (Discussion)

The UASI FY 2023 investment justifications were timely submitted to Cal OES, the grantee. For the upcoming UASI FY 2024 grant process, the UASI Management Team is coordinating with our Federal, State, and NCRIC partners to ensure that our region's critical infrastructure data (i.e., level one and level two assets), including systems, are correct and representative of the region. Also, we will be seeking a formal merger of the Metropolitan Statistical Areas (MSAs) that are part of the geographical footprint of the Bay Area UASI but are not recognized by DHS in its annual threat profile, which is associated to UASI grant funding (i.e., Sonoma, Napa, Solano, Monterey, Santa Cruz).

The FY 23 Securing the Cities (STC) grant application was submitted to the Countering Weapons of Mass Destruction (CWMD) Office, whereby the SF Bay Area region is expecting to be awarded approximately \$950,000, which will be focused on expanding the STC's mission pursuant to the grant

directive. The grant application for FY 23 Targeted Violence and Terrorism Protection (TVTP) was submitted requesting approximately \$1M for the region to expand on threat assessment training and other projects. The FY 23 NOFO for the Regional Catastrophic Preparedness grant program (RCPGP) has recently been released, and we will be submitting an application for grant funding.

(b) Annual Report (attached as Appendix B)

Highlights of our accomplishments include the following:

1. Continuously leveraged UASI initiatives with the STC, RCPGP, TVTP grant initiatives to enhance regional capabilities and close gaps as identified in our THIRA/SPR.
2. Hosted the second 3-Day Public Safety Preparedness Summit in San Francisco highlighting our regional initiatives.
3. Hosted the first STC stakeholder semi-annual conference in San Francisco.

(c) Organization Chart (attached as Appendix C)

Background

In accordance with the Master MOU and corresponding by-laws for the Bay Area UASI, the Management Team Organization Chart and Annual Work Plans, together with the FY 2023-2024 UASI Proposed Budget, are presented for approval. The 2022-2023 Bay Area UASI Annual Report is submitted for review.

The Management Team Organization Chart is divided into programmatic components based upon functionality of the grant revenue sources (UASI, STC, RCPGP, TVTP) as well as fiscal and compliance/office administration. The details of the Management Team include: (a) job title; (b) program assignment, (c) critical tasks/job functions, and (d) time allocation.

As a Management Team update, we are currently in the interview process for the BATEP project manager position.

(d) Annual Work Plans (attached as Appendix D)

The annual work plans align the Management Team’s activities with four different grants and eleven (11) goals of the Bay Area UASI:

- Goal 1: Enhance Information & Intelligence Sharing
- Goal 2: Enhance Protection of Soft Targets
- Goal 3: Enhance Cybersecurity
- Goal 4: Enhance Community Preparedness and Resilience
- Goal 5: Combat Domestic Violent Extremism
- Goal 6: Strengthen Emergency Communications Capabilities
- Goal 7: Enhance Medical and Public Health Preparedness
- Goal 8: Strengthen Information and Sharing Collaboration
- Goal 9: Enhance All Hazards Incident Planning, Response & Recovery Capabilities

Goal 10: Protect Critical Infrastructure and Key Resources
Goal 11: Enhance Elections Security
Goals 1-11: Homeland Security Exercise, Evaluation, and Training (All Goal Areas)
Goals 1-11: Risk Management (All Goal Areas)

(e) FY 2023-2024 Management Team Budget (attached as Appendix E)

The FY2023/2024 UASI Management Team proposed budget amounts to \$5,487,773 which is comprised of revenue sources from four grants (UASI FY 2021- FY 2023; RCPGP FY 2021 - 2022; STC FY 2022 2023; and TVTP FY 2021). The proposed budget is 5.33% more than last year due to an increase of cost-of-living allowance (COLA).

(f) Management Team Tracking Tool and Future Agenda Items (attached as Appendix F)

Attached as Appendix F is the Management Team Tracking Tool. Members may submit future agenda items to the General Manager. The Tracking tool will reflect having quarterly meetings in 2024. Due to normally light agenda items in January, the January 2024 meeting will be cancelled, and its agenda items will be added to the November 2023 and March 2024 Approval Authority meetings.



Bay Area Urban Areas Security Initiative

FY 2022 - 2023

Annual REPORT







I am pleased to report our significant progress and commend the Bay Area UASI's Management Team for their outstanding efforts in managing four DHS grants. These grants, totaling nearly \$35 million, address critical issues such as hate crimes, mass shootings, terrorism prevention, cybersecurity, and community resilience. Through strategic resource allocation and collective hard work, we prioritize the safety and well-being of our communities.

Alarming trends emphasize the urgency of our counter-terrorism efforts. Domestic terrorism-related investigations have increased by 357% over the past decade, affecting all but eight states. Hate crimes in our region have risen by 20% in five years, with a 15% increase in mass shootings during the same period. Cyber attacks are projected to cause \$6 trillion in damages in 2023, with at least one sophisticated ransomware attack targeting our region. Climate change exacerbates national security concerns. Our commitment to leveraging grant resources to combat these trends remains unwavering.

The Targeted Violence and Terrorism Prevention grant program focuses on mitigating hate, threats, and violence towards marginalized communities, including Jewish, Black, LGBTQIA+, Asian, Muslim, and women. Highlights include establishing a multi-disciplinary California Prevention Practitioners Network and executing two regional school safety symposiums in collaboration with the Offices of Education for San Mateo and Monterey counties.

With an emphasis on "left of boom", our Securing the Cities (STC) grant program extends beyond the 12-county Bay Area UASI region to include the counties of Fresno, Sacramento, and Washoe (NV). We have completed required tabletop exercises, after-action reports, and distributed equipment to ensure compliance with national protocols for personal radiation detectors. Additionally, we hosted the inaugural national semi-annual conference for STC grantees, significantly enhancing our readiness and response capabilities.

Aligned with FEMA's 2022-2026 strategic plan, our Regional Catastrophic Preparedness grant program strengthens equity, readiness, and climate resilience. We adopt a whole community approach, prioritizing disadvantaged communities and vulnerable populations to achieve more equitable outcomes in our planning, training, and exercises.

For the 2023 UASI grant, 30% of funds were allocated across six national priority areas: cybersecurity, elections security, domestic violent extremism, community preparedness/resilience, information sharing, and soft targets/crowded spaces. We collaborated with regional chief information security officers to develop the Cyber Navigator project, enhancing cyber resilience and addressing gaps. Additionally, the Bay Area UASI successfully organized our second regional Public Safety Preparedness Summit with over 400 attendees from local, state, and federal stakeholders. .

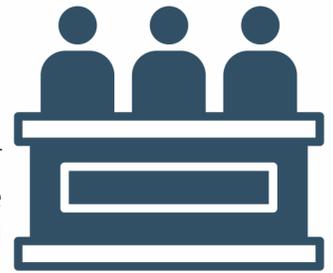
As the national threat landscape evolves, we remain committed to seeking additional grants that bolster and sustain our regional capabilities. Regional collaboration and strategic planning play a pivotal role in promoting safety and resilience. We deeply appreciate the invaluable partnership and dedication of our public safety community stakeholders.

A handwritten signature in blue ink, appearing to read "Craig Dziedzic".

Craig Dziedzic
General Manager, Bay Area UASI

Bay Area Urban Areas

Approval Authority



An eleven-member Approval Authority directs the BAUASI through a multi year master agreement. This Brown-Acted body includes representation from each of the three major cities (San Francisco, Oakland, and San José) and the twelve counties located within the BAUASI footprint. This group provides policy direction and is responsible for final decisions regarding projects and funding.

Mary Ellen Carroll, Chair

Executive Director
San Francisco Department of
Emergency Management

Richard Lucia, Vice - Chair

Undersheriff
Alameda County Sheriff's Office

Erica Arteseros

Assistant Deputy Chief
San Francisco Fire Department

Jessica Feil

Assistant Emergency Manager
City of Oakland

Chris Hsiung

Undersheriff
San Mateo County Sheriff's Office

Dana Reed

Director
Santa Clara County Office
of Emergency Management

Kelsey Scanlon

Director
Department of Emergency Management
County of Monterey

Mike Casten

Undersheriff
Contra Costa County Sheriff's Office

Ray Riordan

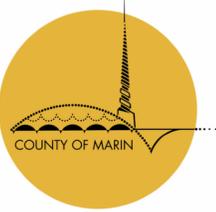
Director
San Jose Office of Emergency
Management

Jeff DuVall

Deputy Director
Sonoma County Department of
Emergency Management

Steven Torrence

Director
Office of Emergency Management
County of Marin



Security Initiative

The threats to our nation have evolved and become even more complex during the past two decades. We now face continuous cyber threats by sophisticated actors, threats to soft targets and crowded places, and threats from domestic violent extremists who currently pose the greatest terrorism threat to the nation. In FY2023, the Bay Area UASI will be supporting projects in six National Priority Areas related to the most serious threats to the nation, with 30% of the total Bay Area UASI FY23 funds to be allocated across the following priority areas:

National Priority Areas

- 1. Enhancing the protection of soft targets/crowded places*
- 2. Enhancing information and intelligence sharing and analysis*
- 3. Combating domestic violent extremism*
- 4. Enhancing cybersecurity*
- 5. Enhancing community preparedness and resilience*
- 6. Enhancing election security*



Janell Myhre
Regional Program Manager



Amy Ramirez
Risk Management Project
Manager

THIRA/SPR

DHS mandates that grant funded initiatives be allocated to gaps identified by the region's **Threat and Hazard Identification and Risk Assessment (THIRA)**. The THIRA helps our region understand our risks and determine the level of capability needed to address those risks. The outputs from this process lay the foundation for determining the region's capability gaps during the **Stakeholder Preparedness Review (SPR)**.

The SPR is an annual assessment of regional capability levels based on the capability targets identified in the THIRA. It follows a three-step process.

1. Assess current capability levels and how capabilities changed over the last year,
2. Identify capability gaps and intended approaches to addressing them, and
3. Describe the impacts of funding sources on building or sustaining target capabilities.

These identified gaps help prioritize and determine which projects get UASI funding.



Sustainability Training and Exercise



Corinne Bartshire
BATEP Regional
Program Manager

Since 2020, **8,719** local government public safety staff and partners have been trained across seven disciplines. We Held the annual **Golden Eagle Exercise** on May 18, 2023 to evaluate Emergency Operations Center (EOC) activation and operations, public information, alternate communications, regional common operating picture, and alert and warning functions. We hosted the 2022 Public Safety Preparedness Summit to bring together multiple public safety disciplines, private sector partners, and non-profit community-based organizations in a conference style setting which featured nationally-recognized key note speakers, issue focused panel discussions, and networking opportunities. There were **391** attendees including **90+** speakers.



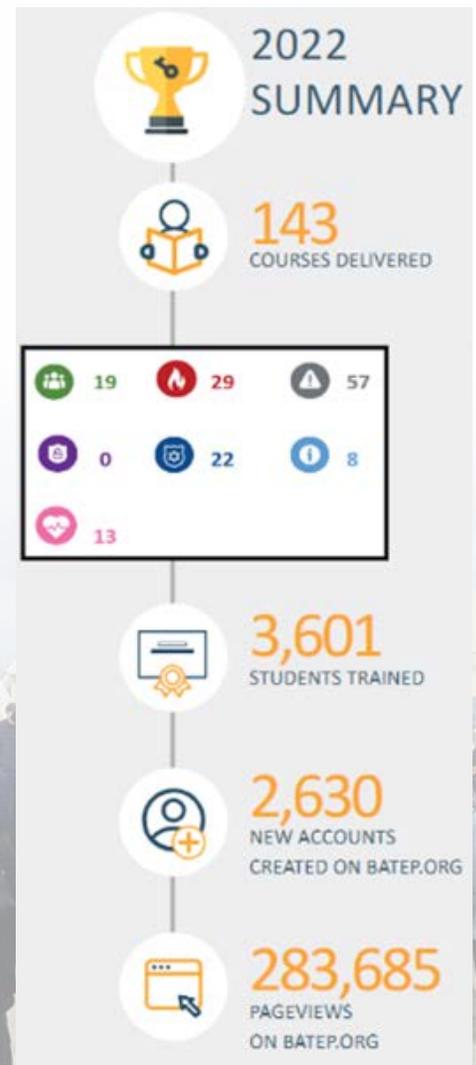
Jocelyn Jarmin
BATEP Administrative
Specialist

The next Public Safety Preparedness Summit
is planned for 2024!

**20
24** | Bay Area UASI
**PUBLIC SAFETY
PREPAREDNESS
SUMMIT**



Captain Juan Daniels
SFPD Liason



Projects



Northern California Regional Intelligence Center (NCRIC)

The Northern California Regional Intelligence Center (NCRIC) is a regional component of the California State Threat Assessment System and one of 80 Fusion Centers nationwide, serving as a bridge to enable collaboration and partnership across local jurisdictions and between local, state, tribal, and federal agencies. Through information sharing, analysis, criminal intelligence and technology, the NCRIC works to identify, prevent, protect against, mitigate, and assist in the response to and the recovery from the greatest human-made threats and major hazards in Northern California.

In FY22-23, the NCRIC strove to **connect** with law enforcement, public safety, first responders, local government, public health, cybersecurity, private sector, and other communities; **inform** them through relevant and timely training, threat awareness, and actionable guidance, so those partners are better positioned to **protect** their officers, facilities, infrastructure, or population served; and provide **analytic investigative support** when responding to incidents or conducting investigations.

Recent Accomplishments

- 839 Digital Forensics Evidence Lab requests processed
- 569 Requests for Law Enforcement information or investigative support
- 1312 Suspicious Activity or other reports analyzed
- 109 Counterterrorism written products
- 21 Situational Awareness written products
- 92 Threat Assessment written products
- 11 Critical Infrastructure and Cybersecurity Vulnerability Assessments
- 44 Cybersecurity Incident Triage or Response
- 57 Cybersecurity bulletins, briefings, trainings or other events delivered
- 34 Courses offered to local partners
- 816 Students trained



Featured UASI National

Cyber Navigator Project



Mikyung Kim-Molina
Cybersecurity Regional
Project Manager

In partnership with the Chief Information Security Officers (CISO) in each jurisdiction, the Bay Area UASI created The Cyber Navigator project to strengthen regional cyber resilience, address cyber gaps and needs in the region, with an emphasis on cyber defense and incident response. In FY2022-2023, we:

- Created a **regional governance structure** with a charter, execution plan, and MOU as well as a multi-year regional **strategy and roadmap** that is aligned with THIRA/SPR.
- Developed and enhanced **incident response plans and recovery plans** from local municipalities based on the NIST Cybersecurity Framework.
- Allocated over \$1.2 million in **equipment** funding to UASI jurisdictions.
- Delivered a series of election **cybersecurity trainings**; table-top exercise for jurisdictions; professional certification trainings ; and a resilience symposium and a forum that included local, state, federal, and critical infrastructure partners.

Equitable Community Preparedness and Resilience Project

In 2023 Bay Area UASI launched the Equitable Community Resilience Program. This program equitably supports communities throughout Bay Area UASI member jurisdictions in becoming more prepared and resilient to potential disasters. Through the Community Preparedness Focus Group* to build community resilience.

Program Strategies

- Focus on underserved/disadvantaged and socially vulnerable communities
- Amplify diverse voices
- Customize outcomes based on jurisdictional priorities
- Supporting the coordination of community and local government

Program Benefits

- Planning – Local Roadmaps to Resilience
- Training –CBO and Faith Based Organization Preparedness, CERT, Stop the Bleed, etc.
- Equipment – Emergency supplies, CERT, Stop the Bleed kits, etc.
- Exercises – Local government and community coordination of emergency response operations



Meredith Terrell
Community
Preparedness Analyst

*Priority Preparedness initiatives are identified and collaboratively implemented

Priority Projects

Domestic Violent Extremism Prevention Project

Amid a 20% increase in hate crimes, rising domestic violent extremism, and escalating rates of school violence, evidence shows a whole community approach is crucial to prevent and mitigate targeted violence. A highly effective strategy is implementing scalable **early upstream prevention and intervention** in middle- and high schools. Equipping schools and community members with tools to create a safe environment for all (including our most vulnerable populations) will help stop bullying, social isolation and violence. We partner with the NCRIC and the State Threat Assessment Center to follow a public health informed approach to violence prevention while proactively protecting civil liberties.



Jodi Traversero
TVTP Regional
Program Manager

- **Searches for Domestic Violence Extremism (DVE) increased by 46% in the Bay Area in March 2023 ,**
- **Searches for DVE content increased by 57% in the Bay Area in November 2022, and increased by the highest proportion in Alameda, Marin and San Francisco counties ,**

Highlights from this year include:

- Establishing a statewide **California Prevention Practitioners Network** to expand the UASI's multi-disciplinary coalitions and share best practices and resources in preventing targeted violence.
- The UASI and the NCRIC have been **selected to speak at various state and national conferences** and events, showcasing the effectiveness of our partnerships and grant programs.
- DHS thoroughly evaluated the Bay Area UASI's Violence Prevention programs over a period of a year and reported that our regional UASI "provides a wealth of information regarding methods to empower communities to better prevent and respond to the threat of violent extremism."

¹Moonshot Threat Bulletin, National Trends and Bay Area Trends, November 2022 and April 2023 Issues

Targeted Violence and Terrorism Prevention (TVTP) Grant Program

Targeted violence prevention resources and training are in very high demand. During this surge in school violence, schools, law enforcement, juvenile probation, and mental/behavioral health practitioners are working to prevent targeted school violence. Through partnerships and collaboration with community and faith-based organizations, schools, mental and behavioral health, and law enforcement agencies we are better positioned to create a safer and more equitable Bay Area. In FY22-23, the Bay Area UASI:

- Coordinated **Gun Violence Restraining Order** training
- Implemented two regional **school safety symposiums** in partnership with the San Mateo County Office of Education and the Monterey County Office of Education
- Helped Santa Clara County Office of Education to create a **'risk factor assessment' data dashboard** "Data Zone" serving 290,000 students across multiple jurisdictions
- Funded mental health film contests, safe school ambassadors anti-bullying programs, media literacy training, **restorative justice practices** programs, and law/civics training for justice-involved youth across the region

SCHOOL SAFETY SYMPOSIUM

The San Mateo County Office of Education and the Coalition for Safe Schools and Communities in San Mateo have partnered with the Bay Area Urban Area Securities Initiative to host a day long School Safety Symposium. The symposium will include various prevention strategies for schools, partner agencies, and families to help decrease bullying, increase student and school connectedness, and help parents/families connect on- and offline with their students. Participants will learn about Behavioral Threat Assessment for schools and student threat assessment case management tools, as well as services linkage and local, state, and federal supports to help navigate school threats.

Regional Catastrophic Preparedness Grant Program (RCPGP)



Christophe Arnold
RCPGP Regional Project
Manager

The Regional Catastrophic Preparedness Grant Program (RCPGP) supports the building of **core capabilities** essential to achieving the **National Preparedness Goal**. Currently, the Bay Area UASI is recipient of 4 RCPGP grants that encourage regional efforts to catastrophic preparedness through planning, training and exercising. Going forward, we will continue to align and operationalize FEMA's 2022-2026 strategic plan with the goal of bolstering **equity, readiness, and climate resilience**. The program will continue to use the whole community approach, with a special focus on disadvantaged communities and vulnerable populations to achieve more equitable outcomes.

Accomplishments:

- 5 C-POD & Disaster Logistics Trainings
- 6 Pandemic Preparedness TTXs
- 9 Supply Chain Seminars
- 4 C-Pod Exercises
- 3 Golden Eagle Exercises
- 1 Care and Shelter Planning Toolkit Update
- 1 Multi-Agency Coordination Guide Update
- 1 Crisis Communications (for a pandemic) Toolkit
- 1 Equitable Community Resilience Project Established
- 80 C-POD Plans
- 14 Local Planning Assistance Planning

Bay Area Supply Chain Resilience Planning

SEMINAR SERIES

As part of the RCPGP Supply Chain Resilience Grant, the Bay Area UASI invites you to join a 9 session seminar series focused on better understanding the Bay Area supply chain. The seminars will feature presentations from local and national subject matter experts as well as interactive group discussions. Topics will include foundational and advanced information on how food, water, fuel, and more move through the Bay Area.

01	Supply Chain Fundamentals Part 1: Supply Chain as a System Date: October 12, 2022 Time: 1:00 PM - 3:00 PM PST Register Here	
02	Supply Chain Fundamentals Part 2: Bay Area Supply Chain Date: October 26, 2022 Time: 1:00 PM - 3:00 PM PST Register Here	
03	Bay Area Commodity Flow: Food - Validating the SCOPE Findings with the Private Sector Date: November 9, 2022 Time: 9:00 AM - 12:00 PM PST Register Here	
04	Bay Area Commodity Flow: Water - Validating the SCOPE Findings with the Private Sector Date: November 30, 2022 Time: 1:00 PM - 3:30 PM PST Register Here	
05	Supply Chains and Disasters Date: December 7, 2022 Time: 10:00 AM - 12:00 PM PST Register Here	
06	Bay Area Commodity Flows - Present Findings Following Private Sector Validation Date: January 11, 2023 Time: 1:00 PM - 3:00 PM PST Register Here	
07	Vulnerable Populations, Non-Traditional, Pharmaceutical and Non-Human Flows Date: January 25, 2023 Time: 1:00 PM - 3:00 PM PST Register Here	
08	Public Sector Supply Chains (Pushing Relief Supplies, Commodity Logistics, etc.) Date: February 8, 2023 Time: 1:00 PM - 3:00 PM PST Register Here	
09	Public-Private Sector Collaboration & Improving Survivor Outcomes Date: February 22, 2023 Time: 1:00 PM - 3:00 PM PST Register Here	

Please contact Christophe Arnold if you have any questions or want additional information
christophe.arnold@sfgov.org

SF Bay Area Securing the Cities (STC) Grant Program



David Rocha
STC Regional Program
Manager



Matt Devine
CBRNE Project
Manager



William Kahan
STC Administrative
Assistant



The Securing the Cities (STC) Program provides detection equipment, training, exercise support, and technical subject matter expertise to develop regionally coordinated radiological or nuclear (RN) detection capabilities. We provide detection equipment, training, exercise support, and technical subject matter expertise to develop regionally coordinated RN detection capabilities. In addition to the Bay Area UASI's jurisdictions, the STC footprint also includes Sacramento County, Fresno County, Washoe County in Nevada, and pathways into these counties. Accomplishments for FY22-23 include:

- ✓ Completed **Countering Weapons of Mass Destruction (CWMD)** exercise and after-action report
- ✓ Deployed **465** personal radiation detectors, **26** Radionuclide Identification Devices, and **21** backpack radiation detectors
- ✓ Provided **Primary Screener and Secondary Screener courses** on detection, alarm assessment, locating and mitigation of radiological/nuclear event and a Train-the-Trainer course for Primary Screeners
- ✓ Held **Hazardous Materials Operational Readiness Drill** in each of the four UASI hubs that culminated in **14 teams from 25 agencies** participating in activities including air monitoring, radiation monitoring, and a drill that included liquid or vapor leak containment/neutralization.



Compliance and Administration

This year the Bay Area UASI created a new Compliance and Administration team to work with fiscal and program staff to ensure that grant-funded activities are always in full compliance with federal and state grant requirements. We support both UASI staff and our jurisdictions with understanding the laws, rules, regulations, procedures, processes, forms, timelines and expectations related to UASI grants. The Compliance and Administration team will relay critical information from DHS and California Office of Emergency Services (CalOES), apply for funding, support jurisdictions when questions arise, explain grant application guidelines, review project applications and activity reports for compliance. We also plan Approval Authority meetings, provide WebGrants expertise, manage external communications, and general office management. Activities from this year include:

- Hired, onboarded and trained three staff
- Accepted and appropriated the FY22 UASI grant award
- Applied for FY23 UASI grant on time and in line with state and federal rules
- Held five Approval Authority meetings and ensured Brown Act compliance
- Complied with audits and CalOES monitoring visits
- Provided administrative and technical support to UASI staff and local jurisdictions
- Produced three UASI newsletters and shared with stakeholders
- Maintained website and WebGrants system



Molly Giesen-Fields
Regional Grants Manager



Vivina Santos
Senior Management
Assistant



Leo Samuelson
Senior Management
Assistant

TRANSPARENCY

RULES

REGULATIONS

Fiscal Administration

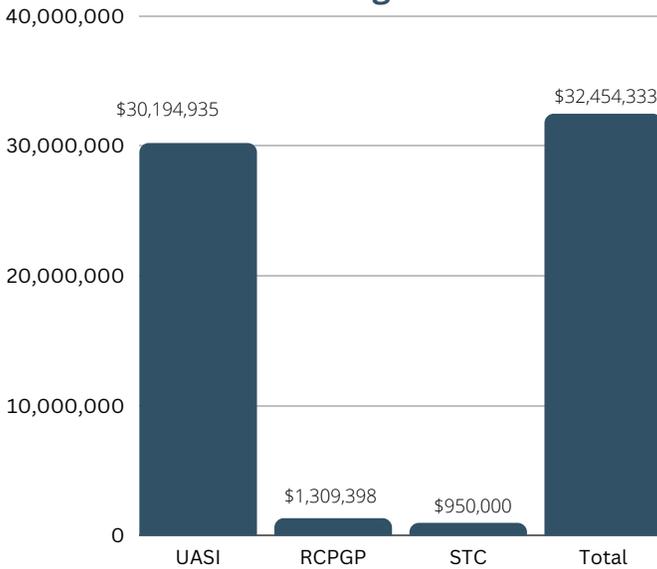


Tristan Levarado
Chief Financial Officer

This year, after COVID-19 restrictions were amended, staff physically visited the jurisdictions. 28 separate desk reviews were conducted resulting in 13 monitoring reports with various recommendations. Overall, the jurisdictions showed substantial compliance with grant requirements.

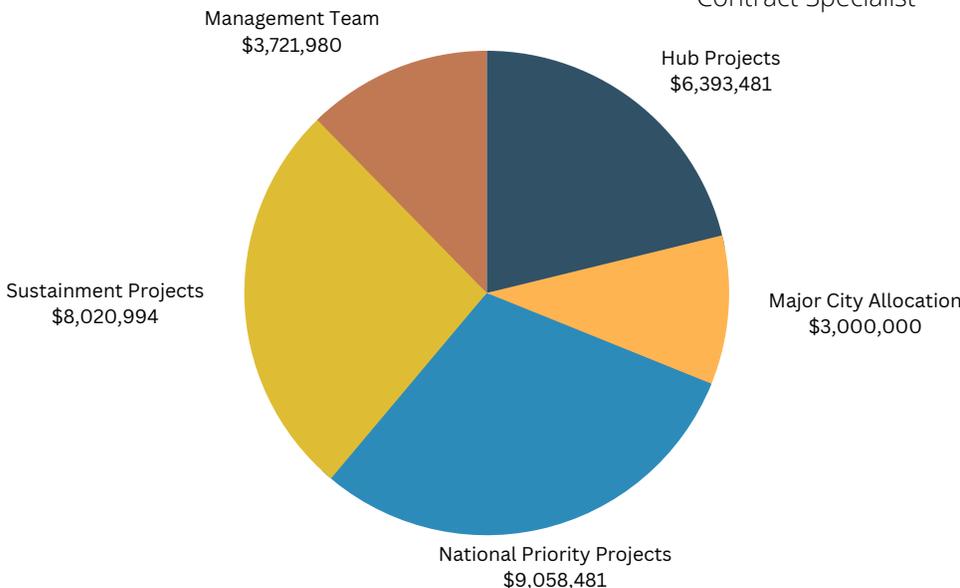
In FY22, the amount for BAUASI funding totaled \$32,454,333. The BAUASI program's National Priority Projects were funded at slightly over \$8.8 million of the total grant award. This includes funding for the Northern California Regional Intelligence Center. The balance of the funding went to the four Hubs, the Core Cities, and Management and Administration. The Hubs awarded funding to 56 projects.

Funding FY22



The BAUASI fiscal team will be increasing from six (6) to seven (7) full-time positions. Newly added staff are financial analysts, responsible for providing fiscal support for the STC, the Bay Area Training and Exercise, and the RCPGP. From FY21, available funding also resulted in an additional number of contracts totaling approximately \$3 million.

FY22 UASI Award



Scott Kaplan
Contract Specialist



Selina Ng
RCPGP Grants Specialist



Oscar Zhang
BATEP Administrative Analyst



Ethan Baker
STC Financial Analyst



Angela Hong
UASI Grants Specialist



SONOMA

NAPA

SOLANO

MARIN

CONTRA COSTA

SAN FRANCISCO

OAKLAND

ALAMEDA

SAN MATEO

SAN JOSE

SANTA CLARA

SANTA CRUZ

SAN BENITO

MONTEREY



UASI Management Team 2023-24

Organization Chart

LEGEND

UASI – Urban Areas Security Initiative

NPP – National Priority Projects

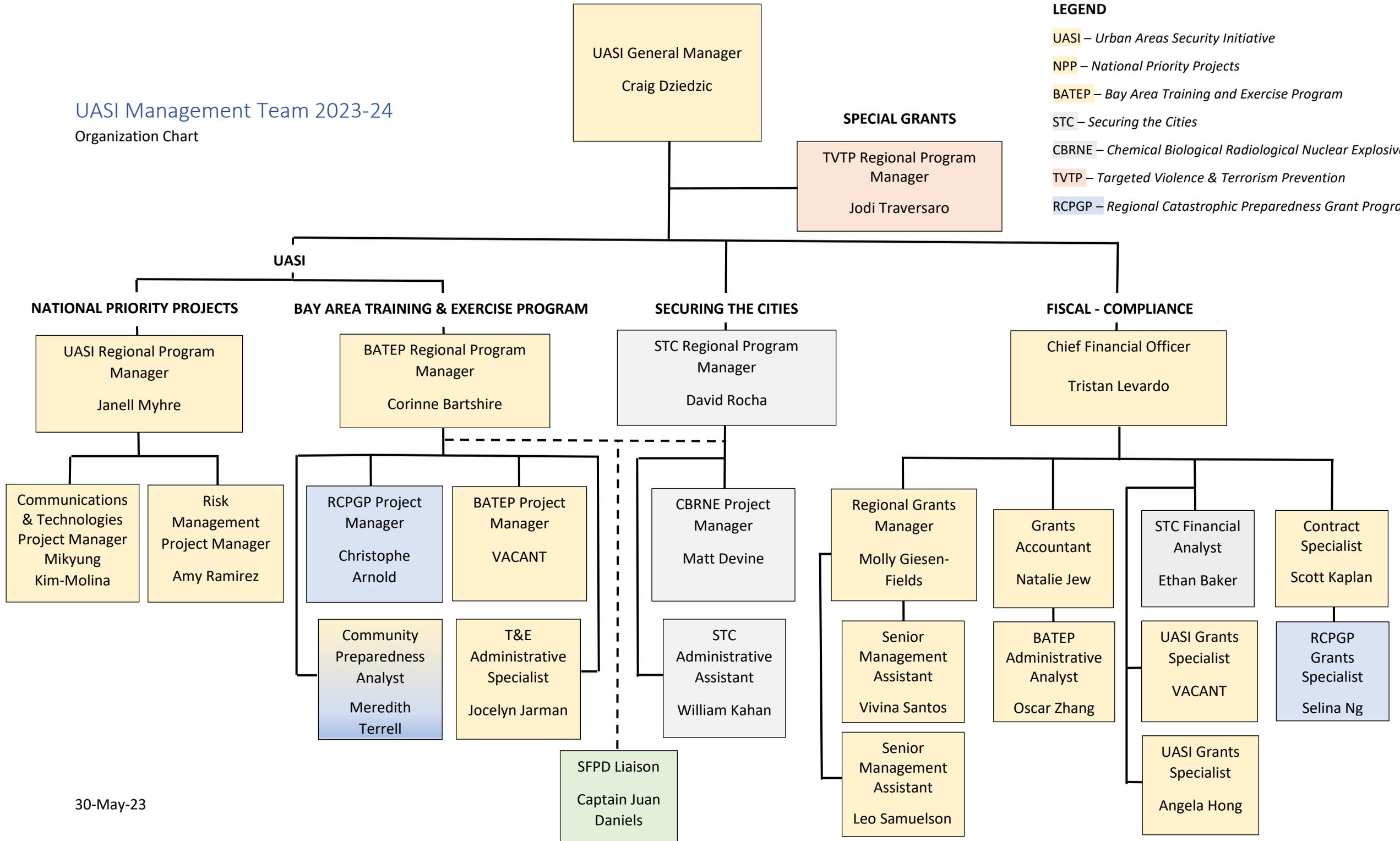
BATEP – Bay Area Training and Exercise Program

STC – Securing the Cities

CBRNE – Chemical Biological Radiological Nuclear Explosive

TVTP – Targeted Violence & Terrorism Prevention

RCPGP – Regional Catastrophic Preparedness Grant Program





**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goals	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Amy Ramirez</p> <p>Risk Management Project Manager</p> <p>8:45am – 5:15pm</p>	<p>Goals 1 -11</p> <p>Risk Management</p>	<p>Manage the Risk Management Program for the Bay Area, including the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Performance Review (SPR) process.</p>	<ul style="list-style-type: none"> • Ensure that the Bay Area UASI’s threats, vulnerabilities, and consequences are accurately represented by the DHS Risk Profile • Manage the THIRA & SPR development process; gather local government input to meet FEMA requirements • Manage vendor deliverables supporting the Statewide Risk Management Program, including production of the THIRA & SPR • Identify and implement opportunities to refine and update the Risk Management program to incorporate capability assessments and evaluations. • Coordinate and facilitate asset updates and PCII certification. • Provide written status reports and provide oral presentations to General Manager, UASI Approval Authority, and other organizations as requested. Maintain all records associated with project activities. 	<p align="center">90%</p>

		Regional stakeholder coordination; Project procurement and monitoring	<ul style="list-style-type: none"> • Perform project management duties; conduct quarterly project monitoring, coordinate with fiscal team on RFPs and RFQ processes; negotiate contract statement of work (SOW) with vendors; review and approve vendor deliverables and invoices; develop and track project plans. • Represent UASI at meetings with State, Federal, regional, private sector and community-based organizations; prepare reports and presentations for UASI Management Team and Approval Authority, as needed. 	10%
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		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Christophe Arnold</p> <p>RCPGP Project Manager</p> <p>8 am - 5pm</p>	<p>Goal 9 Enhance All Hazards Incident Planning, Response & Recovery Capabilities</p>	<p>Manage the Bay Area’s Regional Catastrophic Preparedness Grant Program (RCPGP) funded initiatives including related training and exercise tasks.</p>	<ul style="list-style-type: none"> • Implement regional project planning with a focus on large scale catastrophic planning according to FEMA and DHS approved guidelines related to public safety agencies and community preparedness organizations. • Coordinate with the UASI Work Groups & Focus Groups, BATEP, FEMA IX, Cal OES and Bay Area OAs to implement RCPGP funded capability building activities, training, and exercises. • Establish and monitor measures and metrics aligned with the Bay Area THIRA/SPR to track and evaluate project outcomes. • Lead continuing RCPGP grant applications targeting Bay Area capabilities and alignment with FEMA priorities. • Direct the annual Golden Eagle multi-discipline regional coordination exercise <ul style="list-style-type: none"> - Manage and facilitate the regional exercise planning teams - Manage support contract(s) 	<p>75%</p>
		<p>Manage Emergency Management Work Group</p> <p>Manage Medical and Public Health Work Group</p>	<ul style="list-style-type: none"> • Chair the Emergency Management Work Group (EMWG) and Medical and Public Health Work Group (MPHWG). Coordinate and manage related subcommittees to ensure UASI’s regional projects meet local needs. 	<p>15%</p>

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
			<ul style="list-style-type: none"> • Coordinate with the Community Preparedness Focus Group 	
		Regional stakeholder coordination; Project procurement and monitoring	<ul style="list-style-type: none"> • Perform project management duties; conduct quarterly project monitoring, coordinate with fiscal team on RFPs and RFQ processes; negotiate vendor deliverables; develop and track project plans. • Represent UASI at meetings with State, Federal, regional, private sector and community-based organizations; prepare reports and presentations for UASI Management Team and Approval Authority. 	10%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
<p>Corinne Bartshire BATEP Regional Program Manager 8 am – 5 pm</p>	<p>Goals 1-11 Homeland Security Exercise, Evaluation, and Training</p>	<p>Administration and supervision of the Bay Area Training and Exercise Program (BATEP)</p> <p>Administration and supervision of the Bay Area’s Regional Catastrophic Preparedness Grant Program Initiatives</p>	<ul style="list-style-type: none"> • Administer and supervise the day-to-day operations of the Bay Area Training & Exercise Program (BATEP) ensuring Training & Exercise (T&E) activities are compliant with UASI grant guidelines, in alignment with the Homeland Security Exercise and Evaluation Program (HSEEP), and support current Bay Area goals and priorities. <ul style="list-style-type: none"> - Supervise staff assignments - Administer the annual T&E Program UASI grant budget - Administer processes for training course conduct - Supervise support contracts - Supervise and provide guidance for multi-discipline regional exercises - Organize, coordinate, and direct the Public Safety Preparedness Summit • Track implementation of the Integrated Preparedness Plan, Program Manual, and other relevant operational guidance. • Supervise ongoing RCPGP funded capability building activities, training, exercise and upcoming application processes • Develop short-term and long-term strategic plans that maximize UASI training and exercise investments in coordination with regional capability building priorities. <ul style="list-style-type: none"> - Identify opportunities to leverage, support, and coordinate with programs funded by other grant streams (i.e., RCPGP, STC, TVTP). - Solicit and analyze customer feedback regarding BATEP operations / offerings. 	<p>80%</p>

		Work Group Oversight	<ul style="list-style-type: none"> • Administer and provide guidance for management of a whole community / multi-disciplinary regional Training and Exercise Work Group (TEWG). • Oversee and provide guidance for quarterly Emergency Management Work Group (EMWG) meetings and the Community Preparedness Focus Group. • Oversee and provide guidance for quarterly Medical and Public Health Work Group (MPHWG) meetings. • Supervise BATEP engagement with UASI work group meetings and evaluate discussion outcomes regarding training & exercise needs. 	10%
		Regional stakeholder coordination; Project procurement and monitoring	<ul style="list-style-type: none"> • Perform project management duties; oversee quarterly project monitoring, coordinate with fiscal team on RFPs and RFQ processes; negotiate vendor deliverables; develop and track project plans. • Represent UASI at meetings with State, Federal, regional, private sector and community-based organizations; prepare reports and presentations for UASI Management Team and Approval Authority. 	10%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-2024**

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
<p>Craig Dzedzic</p> <p>UASI General Manager</p> <p>8 am – 5 pm</p>	<p>UASI Goals 1-11</p>	<ul style="list-style-type: none"> • Provide region-wide leadership and administration of all grant initiatives funded with federal homeland security grants, in direct support of the homeland security goals approved by the Approval Authority and awarded to the Bay Area Region. • Develop, review, and implement plans, protocols, goals, and strategies for regional UASI initiatives. • Maintain up-to-date understanding of DHS/FEMA funding, priorities, and policies. • Provide clarity to staff on roles, responsibilities, and expectations. • Supervise, train, assign, and evaluate the activities of division personnel. • Monitor programmatic and financial management activities to identify and analyze opportunities for implementing efficiencies and improvements. • Select, direct and manage a Management Team to support the Approval Authority and the BAUASI region's initiatives and projects. • Communicate and coordinate regularly with executive-level management regarding the organization's activities and/or represent the organization before legislative boards or committees on a regular or as needed basis. 	<ul style="list-style-type: none"> • Execute Bay Area regional goals/initiatives aligned with Federal/State policies, goals, strategies, and grant requirements. • Develop, initiate, and implement divisional goals, objectives, policies/procedures, and priorities. • Develop, implement, and manage a working budget, organization chart, and annual work plan, for the BAUASI organization. • Monitor/supervise and/or coach the Regional Program Manager, CFO, TVTP Program Manager, the Regional Training/Exercise Program Manager; and the STC Program Manager. • Conduct weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. 	<p align="center">45%</p>

		<ul style="list-style-type: none"> • Chair the Coalition of California UASIs (CCUs) meetings to discuss and implement statewide best practices and preparedness goals/strategies. • Attend the STC Principal Partners Meetings. • Serve as a Liaison between Cal OES and the CA UASIs 	<ul style="list-style-type: none"> • Consult with the Chair of the Approval Authority to develop agendas for Approval Authority meetings pursuant to the Bylaws of the Master MOU. • Represent the CA UASIs at the quarterly meetings of the CA Homeland Security Advisory Committee. • Develop CCU agendas and conduct quarterly meetings to share best practices among the CCU members. • Attend weekly deputies' meetings and monthly senior staff meetings at SF Dept. of Emergency Management. • On an as needed basis, meet individual members of the approval authority, SMEs, and other regional, state/federal stakeholders to enhance working relationships 	
	STC Grant Goals	<ul style="list-style-type: none"> • Oversee and coordinate the regional goals/objectives of the Securing the Cities (STC) Program for increasing/sustaining the PRND capabilities for the UASI region and expanded AOR. • Coordinate, leverage, and align the STC goals/objectives with the UASI priorities and DHS National Priority areas. 	<ul style="list-style-type: none"> • Coordinate/oversee the expansion goals among the region's principal partners and other stakeholder agencies. • Align and support the goals/objectives of both the UASI's CBRNE initiatives and the STC's Program. 	30%



		<ul style="list-style-type: none"> • Ensure grant compliance with federal/state/local regulations, policies, and procedures. • Attend the STC semi-annual stakeholders' meetings to discuss, understand current STC mission goals/objectives. 	<ul style="list-style-type: none"> • Communicate regularly with the CWMD Office and the UASI program management staff to ensure that the STC grant requirements are effectively and efficiently satisfied. 	
	TVTP Grant Goals	<ul style="list-style-type: none"> • Oversee and coordinate the regional goals/objectives of the Targeted Violence and Terrorism Prevention (TVTP) Program with the UASI goals/objectives and strategies. • Enhance the organization's operating revenue by coordinating and strategizing with federal, state, and local agencies for continuous grant funding of the program. 	<ul style="list-style-type: none"> • Communicate regularly with the TVTP program manager and program management staff to ensure that the TVTP grant requirements are effectively and efficiently satisfied. 	25%



**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2023-2024**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
David Rocha Securing the Cities (STC) Regional Program Manager 8 am - 5 pm	Goal 2 – Enhance Protection of Soft Targets	Manage the Securing the Cities (STC) Program.	<ul style="list-style-type: none"> Establish and convene grant required working groups such as STC Principal Partners and operational Sub Committees. 	10%
	Goal 10 - Protect Critical Infrastructure and Key Resources	<ul style="list-style-type: none"> Establish and oversee the program management office for the STC program. Oversee and manage vendor contract to execute year one deliverables. 	<ul style="list-style-type: none"> Coordinate with the Office of Countering Weapons of Mass Destruction (CWMD) to ensure all STC grant requirements are implemented. 	10%
	Goal 11 – Enhance Elections Security	<ul style="list-style-type: none"> Provide oversight and support the CBRNE Project Manager to leverage and build Bay Area PRND and CBRNE capabilities. Support years 2-5 application for CWMD STC program support. Must be able to obtain a Federal SECRET-level security clearance to attend a SECRET-level classified briefing and to support operations and technical services as it relates to the Department of Homeland Security’s (DHS) mission. 	<ul style="list-style-type: none"> Oversee completion of the STC Implementation Plans, including: <ul style="list-style-type: none"> ConOps Committees’ Charter MYTEP Strategic Plan Data Gathering and Information Sharing Equipment Distribution 	10%
		<ul style="list-style-type: none"> At the request of the Countering Weapons of Mass Destruction (CWMD) Office, Northern California Regional Intelligence Center (NCRIC), State Threat Assessment Center (STAC), DHS, FBI, National Guard, or other Threat Assessment Centers within California, will be required to attend various 	<ul style="list-style-type: none"> Review, recommend, and evaluate regional strategies for the financial and administrative management of the STC Program, including the roles of partnership entities, systems, monitoring, reporting, and performance management. Develop short-term and long-term strategic plans and goals. Develop and 	15%

		<p>meetings and threat briefings throughout the State of California at a local, state, or Federal facility approved for SECRET-level material, relating to CWMD, terrorism, and other threats which may be relevant to the protection of local, state, or federal critical assets and key resources in California.</p>	<p>implement policies, goals and objectives, and ensure the enforcement of all applicable laws, ordinances and regulations.</p> <ul style="list-style-type: none"> • Provide input to the Bay Area UASI Chem-Bio National Priority Projects, leveraging information to build the STC Program where possible. • Conduct tracking and evaluation of STC program progress, providing input to the SPR and recommendations for program updates or revisions. • Assist in providing development, coordination, and implementation of UASI trainings to develop or enhance needs based first responder skillsets via BATEP and TVTP grant streams. • Prepare and present written reports and presentations, represent the organization and provide information to leadership groups as needed. 	<p>10%</p> <p>10%</p> <p>20%</p> <p>5%</p>
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	STC Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Ethan Baker STC Financial Analyst 8 am – 5 pm San Francisco	Fiscal Management	<ul style="list-style-type: none"> Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline, and they are supported by proper documentation. Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. Ensure that the Bay Area STC’s strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> Administer STC grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. 	30%
			<ul style="list-style-type: none"> Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. 	25%
			<ul style="list-style-type: none"> Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. 	20%
			<ul style="list-style-type: none"> Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. 	15%
			<ul style="list-style-type: none"> Assist in conducting onsite monitoring visits to ensure compliance. 	10%

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Areas Security Initiative (UASI)
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Janell Myhre</p> <p>UASI Regional Program Manager</p> <p>8:30am – 5:00pm</p>	<p>Goals 1-11</p>	<p>Work with the General Manager to lead the UASI Management Team in building Bay Area public safety and community preparedness capabilities, including projects related to FEMA National Priority Areas, using a risk-based approach aligned with federal guidelines.</p> <p>Administer and supervise program activities supporting the mission and goals of the Bay Area UASI. Identify and develop new program areas to support the strategic direction of the organization.</p> <p>Ensure program goals are met in identified areas, including stakeholder satisfaction, program quality and team member performance.</p>	<ul style="list-style-type: none"> • Administer and supervise Program Team initiatives and balance organizational workloads to achieve project management and monitoring goals • Coordinate across UASI Management Team programs to ensure policies, initiatives and systems are leveraged to build organizational efficiency and meet grant performance outcomes. • Work with CFO to ensure UASI grant fiscal goals and objectives are coordinated with project management activities. • Ensure program measures and metrics are tracked to support project development and close gaps identified in Bay Area THIRA/SPR. • Administer timely, relevant presentations to ensure the UASI Approval Authority is informed of program 	<p>70%</p>

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		Remain current in UASI and other national grant program standards.	<p>expenditures and the related impact on Bay Area public safety and community preparedness capabilities.</p> <ul style="list-style-type: none"> • Coordinate with other UASI sites in the state and country to engage in national information sharing on current program and project development and standards. 	
		Implement best practices to strengthen regional relationships in order to coordinate and improve the development and use of UASI programs.	<ul style="list-style-type: none"> • Administer and supervise Bay Area stakeholder outreach and follow up to support regional program planning and execution. • Administer UASI program team processes to ensure program efficiency, accuracy and relevance, archive information for future reference. 	20%
		Support Bay Area jurisdictions with UASI project management coordination	<ul style="list-style-type: none"> • Supervise Program Team in assisting UASI funded sub recipients to complete projects through project monitoring and contractor management. • Attend Bay Area regional meetings and conduct outreach to work directly with Bay Area jurisdictions, as needed. 	10%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Grant	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
Jocelyn Jarman Training and Exercise Administrative Specialist 8 AM – 5 PM	Goals 1-11 Homeland Security Exercise, Evaluation, and Training	BATEP Program Administration Support	<ul style="list-style-type: none"> • Support training course administration through completion of compliance documents, publishing courses on the website, issuing notifications and reminders to stakeholders, managing registrations, and assisting with logistical needs • Prepare and distribute program related communications to stakeholders, program staff, and leadership • Manage and coordinate organization of program documentation such as the BATEP Monthly Training Bulletin, Integrated Preparedness Plan, the Program Manual, the Course Catalog, etc. • Prepare graphic visuals for BATEP reports, presentations, events, etc. for both electronic and print distribution • Prepare analytical summaries, reports, dashboards of program accomplishments, course/exercise evaluations, etc. • Monitor and recommend improvements for BATEP plans, policies, and procedures 	60%
		BATEP Customer Support	<ul style="list-style-type: none"> • Provide customer support including help with registration to courses, development of BATEP accounts, queries, etc. 	

		Bay Area Joint Information System Administrative Support	<ul style="list-style-type: none"> • Coordinate with Bay Area JIS membership including responding to member support requests, distributing communications regarding training opportunities, etc • Manage membership accounts on Bay Area JIS coordination tools • Support meetings of the Bay Area JIS with logistical coordination, and preparation of agendas, minutes, etc • Develop and maintain a multi-year strategic Bay Area JIS work plan with defined objectives and strategies for implementation 	10%
		Work Group / Meeting Administrative Support	<ul style="list-style-type: none"> • Provide administrative support to UASI's Work Group meetings, with preparation of agendas, meeting minutes, technical support, visuals, etc. 	5%



**Bay Area Urban Areas Security Initiative (UASI)
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Jodi Traversaro</p> <p>TVTP Regional Program Manager</p> <p>8:30am – 5:00pm</p>	<p>Goal 5 – Combat Domestic Violent Extremism</p>	<p>Work with the General Manager to lead the Domestic Violent Extremism (DVE) and Targeted Violence and Terrorism Prevention (TVTP) Programs.</p> <p>Administer and supervise program activities supporting the mission and goals of the Bay Area UASI. Identify and develop new DVE and TVTP prevention frameworks to combat and mitigate threats and support the strategic direction of the organization.</p> <p>Ensure program goals and objectives are met according to commitments made in grant applications, BA UASI quality and performance standards, and San Francisco, State and Federal grant guidance.</p> <p>Remain current in the evolving DVE and TVTP threat picture and innovative local and national approaches to combat the threat.</p>	<ul style="list-style-type: none"> • Administer, supervise, and close out FY21 TVTP grant program to include: Directing Change mental health film contest, Terrorist Use of the Internet Training, Cross Sector Threat Assessment Training and Guidebook for Schools, Houses of Worship, and Government, and Media Literacy Training and eLearning for students. • Administer and supervise the FY21 DVE NPA funded projects to include Safe School Ambassadors, Media Literacy eLearning in English and Spanish (for adults), Gun Violence Restraining Order Prevention Training, Region wide School Gaps and Analysis and job with CA Assn of School Counselors, and 2 region-wide School Safety training symposiums. • Administer and supervise the FY22 DVE NPA funded projects to include: Restorative Justice Practices Training, Mental Health Film Contests, Law/Civics 	<p>90%</p>

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
			<p>Training for Justice Involved Youth, the creation of a School TATM Case Management Tool and training, and the implementation of anonymous reporting systems for 75 schools across the region with San Mateo County Office of Education.</p> <ul style="list-style-type: none"> • Work with BA UASI CFO to ensure UASI grant fiscal goals and objectives are integrated with all activities. • Ensure program measures and metrics are tracked and reported internally and externally. • Implement transparency and accountability through regular information sharing, communication, and presentations to the BA UASI Approval Authority, at conferences, to committees, to the SF Board of Supervisors, State Officials, elected Superintendents, and other stakeholders. • Coordinate with fusion centers, DHS, FBI, NCTC, and other DVE and TVTP program leaders in the state and country to engage in national information sharing on current prevention frameworks and outcomes. 	

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
			<ul style="list-style-type: none"> • Develop new and innovative FY23 DVE and FY23 TVTP related Projects and grant applications that align with the threat picture, NCRIC goals and objectives, and the DHS DVE Strategy. 	
		Build new multi-disciplinary local and regional relationships, grow and connect networks and coalitions that have critical roles in threat assessment and management.	<ul style="list-style-type: none"> • Administer and supervise Bay Area and statewide DVE and TVTP stakeholder outreach that supports awareness efforts, program planning, project implementation, and provides access to other grant funded innovative, early, upstream prevention strategies. • Chair the California Prevention Practitioners Network 	5%
		Chair the DVE Northern California Regional Intelligence Center (NCRIC) and BA UASI Focus Group	<ul style="list-style-type: none"> • Implement a new Focus Group that helps align evolving threats with grant investments to mitigate/combat Domestic Violent Extremism 	5%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
Captain Juan Daniels SFPD Liaison Onsite at 1663 Mission Street 8:00 am – 4 pm	Goal 1-11 Homeland Security Exercise, Evaluation, and Training Program	Coordination of law enforcement training courses for the Bay Area Training and Exercise Program (BATEP)	<ul style="list-style-type: none"> • Representing BATEP, liaise with law enforcement stakeholders to understand training needs • Develop prioritized list of law enforcement training courses for conduct via BATEP For approximately 40 training courses annually: <ul style="list-style-type: none"> • Engage with law enforcement stakeholders to identify host locations • Manage the vendor selection / procurement process • Confirm / manage the course registration and roster to validate law enforcement appropriate participants • Coordinate logistics with the training vendor & host agency • Respond to customer support inquiries as needed • Review / confirm course closeout documentation for BATEP records / reporting • Maintain course records and progress reporting on SharePoint per BATEP standards 	30%
	Goal 10- Homeland Security Exercise, Evaluation, and Training Program	Lead coordination and procurement of a contractor team to design, conduct, and evaluate an active attacker exercise series for the Bay Area region.	<ul style="list-style-type: none"> • Coordinate, plan, and facilitate hub-level Concepts & Objectives meetings to define the exercise series scope. • Conduct outreach to Bay Area agencies and establish planning team rosters. • Lead vendor selection process for a tabletop exercise series. • Develop and negotiate a tabletop exercise series scope of work / contract based on needs collected in the concepts & objectives meetings. • Lead vendor selection process for a hub-level functional / full-scale exercise series. 	25%

			<ul style="list-style-type: none"> • Develop and negotiate scope(s) of work for up to 4 functional / full-scale exercises. • Manage and oversee exercise contracts including: <ul style="list-style-type: none"> ○ Review and approval of deliverables ○ observation / participation in exercises and weekly check-ins with contractor teams ○ collection / dissemination of after-action reports 	
	<p>Goal 1, 2, 5 Enhance Intelligence & Information Sharing</p> <p>Protection of Soft Targets</p> <p>Combatting Domestic Violent Extremism</p>	Support successful outcomes of National Priority Projects	<ul style="list-style-type: none"> • Liaise with the San Francisco Police Department and Region II Law Enforcement Mutual Aid Coordinators, ensuring leadership input and the alignment of SFPD and Region II LE policies is achieved in all program areas, including STC and TVTP. • Provide a Law Enforcement (LE) perspective to the UASI Management Team during the development, contracting, and implementation phases of NPPs, including but not limited to: <ul style="list-style-type: none"> ○ FY20 and FY21 First Watch ○ FY21 High Yield Explosive Canine Teams ○ FY22 CBRNE Full Scale Exercise 	20%
	Goals 2 & 10	Support UASI Management Team	<ul style="list-style-type: none"> • Participate in UASI staff meetings and UASI Work Group Meetings as needed • Support UASI Events such as the Public Safety Preparedness Summit • Follow all program cycle processes, including project planning, procurement and contracting development and review protocols. • Provide input to the development of the Bay Area THIRA/SPR from an SFPD and as needed, a regional Law Enforcement perspective. 	10%
	SFPD Responsibilities	Administrative Tasks / Training required by SFPD	<ul style="list-style-type: none"> • Maintain administrative responsibilities with SFPD • Participate in required SFPD trainings 	15%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-2024**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Leo Samuelson Senior Management Assistant M-F 8am – 5pm San Francisco	Management and Administration	Website Administration and IT Support	<ul style="list-style-type: none"> Lead the administration activities for the website and Grants Management system Update, edit, and post planning documents as needed Manage maintenance and hosting of website Provide support when IT issues arise Conduct training on operation of WebGrants system for staff and regional stakeholders 	40%
		Support Approval Authority meeting logistics	<ul style="list-style-type: none"> Prepare, edit, format, and distribute Bay Area UASI documents Set-up and attend Approval Authority meetings Act as back-up for all Approval Authority planning 	10%
	Goals 1-11	Project Management Support	<ul style="list-style-type: none"> Assist Project Managers in the development of support materials, including PowerPoints, organizational charts and other materials in support of UASI work groups. As necessary, conduct stakeholder outreach to ensure project efforts meet compliance requirements Support FY24-25 UASI application process 	25%
		External Communications	<ul style="list-style-type: none"> Review all project activities and track and maintain a list of highlights in order to efficiently oversee the design and delivery of 3 quarterly newsletters (February, August and November) Draft and work with staff to finalize Annual Report (May) 	25%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Matt Devine</p> <p>Chemical/ Biological/ Radiological/ Nuclear/ Explosive (CBRNE) Project Manager</p> <p>8am-5pm</p> <p>San Francisco</p>	<p>Goal 2 – Enhance Protection of Soft Targets</p> <p>Goal 10 - Protect Critical Infrastructure and Key Resources</p> <p>Goal 11 – Enhance Elections Security</p>	<p>Coordinate and manage the Bay Area UASI Chemical, Biological, Radiological, Nuclear, & Explosive (CBRNE) Program</p> <ul style="list-style-type: none"> • Manage Bay Area UASI National Priority Projects (NPP) related to CBRNE leveraging information to build the Securing the Cities (STC) Program and Preventative Radiological Nuclear Detection (PRND) capabilities where possible. • Coordinate UASI CBRNE goals with the STC Program Manager and provide support to build Bay Area STC/PRND and CBRNE capabilities. • Support and coordinate STC Working Group and Sub-Committees, including related meetings region-wide, such as the Bay Area UASI Training and Exercise program <p>Monitor progress of CBRNE related program initiatives in the Bay Area UASI footprint to enhance regionalization of efforts where possible.</p>	<ul style="list-style-type: none"> • Manage CBRNE Program strategic plan, ensuring goals and objectives are aligned with and update the Bay Area Threat Hazard Identification Risk Analysis (THIRA)/State Performance Review (SPR) targets and outcomes. • Develop, implement, and evaluate CBRNE NPP progress, providing input to the SPR and recommendations for program updates. • Monitor progress of sub-recipient CBRNE and STC projects and/or equipment. • Coordinate and manage working group and subcommittee meetings; ensure archiving of meeting agendas, minutes and follow up documents • Coordinate with and provide support to the STC Program Manager; to leverage and enhance Bay Area PRND program capabilities. • Support development and archive of STC and CBRNE policy, operational documents, ensuring Bay Area activities leverage 	<p>5%</p> <p>20%</p> <p>5%</p> <p>40%</p> <p>10%</p> <p>15%</p>

		<ul style="list-style-type: none"> • Must be able to obtain a Federal SECRET-level security clearance to attend a SECRET-level classified briefing and to support operations and technical services as it relates to the Department of Homeland Security's (DHS) mission. • At the request of the Countering Weapons of Mass Destruction (CWMD) Office, Northern California Regional Intelligence Center (NCRIC), State Threat Assessment Center (STAC), DHS, FBI, National Guard, or other Threat Assessment Centers within California, will be required to attend various meetings and threat briefings throughout the State of California at a local, state, or Federal facility approved for SECRET-level material, relating to CWMD, terrorism, and other threats which may be relevant to the protection of local, state, or federal critical assets and key resources in California. 	<p>PRND and STC program capabilities.</p> <ul style="list-style-type: none"> • Represent the Bay Area CBRNE and STC Program as needed; prepare and provide written reports and presentations. 	<p>5%</p>
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Meredith Terrell</p> <p>Community Preparedness Analyst</p> <p>8 am – 5 pm</p>	<p>Goal 4</p> <p>Enhance Community Preparedness and Resilience</p>	<p>Manage the Bay Area UASI’s National Priority Area investments in Community Preparedness and Resilience</p> <p>Manage the community-based training and exercise activities via RCPGP funding</p>	<ul style="list-style-type: none"> • Plan and implement regional projects (i.e., exercises, trainings, and equipment procurements) with a focus on community preparedness and resilience according to FEMA and DHS approved guidelines within UASI and RCPGP notice of funding opportunities. • Coordinate with the Bay Area COADs/VOADs, community-based partners, UASI Work Groups, BATEP, FEMA IX, Cal OES and Bay Area OAs to ensure effective investments. • Establish and monitor measures and metrics aligned with the Bay Area THIRA/SPR to track and evaluate project outcomes. • Support continuing RCPGP grant applications targeting Bay Area capabilities and alignment with FEMA priorities. • Perform project management duties; coordinate with fiscal team on RFPs and RFQ processes; negotiate vendor deliverables; develop and track project plans. • Direct community readiness exercises: <ul style="list-style-type: none"> - Manage and facilitate the exercise planning teams - Manage support contract(s) 	<p>60%</p>

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
		Facilitate the Community Preparedness Focus Group	<ul style="list-style-type: none"> • Chair the Community Preparedness Focus Group 	5%
		BATEP Program Support & Training Coordination	<ul style="list-style-type: none"> • Support the BATEP customer service operations including help with registration to courses, development of BATEP accounts, queries, etc. • Coordinate planning, delivery, and closeout of training courses including: <ul style="list-style-type: none"> - identification of priority courses through the Integrated Preparedness Planning Workshop and coordination with stakeholders - confirming host agencies / venues - managing vendor selection and finalization of course materials (i.e., course flyer) - tracking registration to ensure maximum and appropriate participation - monitoring course conduct / implementation for quality assurance 	15%
		Regional stakeholder coordination	<ul style="list-style-type: none"> • Represent UASI at meetings with State, Federal, regional, private sector and community-based organizations; prepare reports and presentations for UASI Management Team and Approval Authority. 	20%



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Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Mikyung Kim-Molina</p> <p>Communications and Technologies Project Manager</p> <p>8:30am – 5:30pm</p>	<p>Goal 3 - Enhance Cybersecurity</p>	<p>Manage and coordinate cyber resilience projects</p>	<p>Conduct project management duties to develop and enhance cyber capabilities across the region through the following:</p> <ul style="list-style-type: none"> • Manage and oversee the following National Priority Projects (NPP): <ul style="list-style-type: none"> ○ 2020 Cyber Navigator ○ 2021 Regional Center for Cybersecurity Excellence ○ 2022 Cyber Emergency Response Training ○ 2023 Cyber Academy Training and Exercise • Develop cyber governance structure, update local incident response plans, create cyber strategy report and technology gaps and needs analysis, develop and deliver cyber trainings and exercises. • Collaborate with regional Chief Information Security Officers (CISOs) to facilitate project development and implementation. • Chair quarterly Cyber Resilience Workgroup meetings. Establish annual planning process to define workgroup goals and activities and lead annual project proposal discussions. • Coordinate regional stakeholders and provide SME input to the Bay Area THIRA SPR process ensuring National Priority Project gap 	<p align="center">50%</p>

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
	<p>Goal 6 – Strengthen Emergency Communications Capabilities</p>	<p>Manage and coordinate operational communications and public information and warning projects</p>	<p>closing strategies are effectively represented.</p> <ul style="list-style-type: none"> • Provide subject matter expertise on the FEMA NPP Cybersecurity focus area and related project requirements. • Participate in Risk Management Workgroup and provide information on cyber risk including threats, vulnerabilities, and consequences. <p>Conduct project management duties to develop and enhance emergency public information and warning and mass notification capabilities across the region through the following:</p> <ul style="list-style-type: none"> • Manage and oversee the following projects: <ul style="list-style-type: none"> ○ ALERTtheBay.org ○ Mass Notification Seminar ○ JIS Administration and Framework Planning ○ Community Crisis Communications • Coordinate with the Regional JIS, translators, graphic designer and media buyer to promote and encourage opt-ins for Bay Area alert and warning systems. • Develop an all-hazards database of community resources in order to deliver emergency information to underserved communities with the goal of creating equity in the dissemination of public messaging. • Chair quarterly Public Information and Warning Workgroup meetings. 	<p>40%</p>

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		<p>Regional stakeholder coordination; Project procurement and monitoring</p>	<p>Establish annual planning process to define workgroup goals and activities.</p> <ul style="list-style-type: none"> • Provide subject matter expertise on community public information and mass notification practices. • Support regional mass notification system coordination, including providing a forum for sharing best practices and lessons learned. • Assist with coordinating and provide subject matter expertise on the JIS Public Information Exercise and updates to the PIO Pandemic Communications Toolkit. <p>Perform project management duties; conduct quarterly project monitoring, coordinate with fiscal team on RFPs and RFQ processes; negotiate contract statement of work (SOW) with vendors; review and approve vendor deliverables and invoices; develop and track project plans.</p> <p>Represent UASI at meetings with State, Federal, regional, private sector and community-based organizations; prepare reports and presentations for UASI Management Team and Approval Authority, as needed.</p>	<p>10%</p>



**Bay Area Urban Areas Security Initiative
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Molly Giesen-Fields Regional Grants Manager SFDEM 8 am – 5 pm	Management and Administration	<p align="center">Supervision</p> <ul style="list-style-type: none"> • Oversee and manage two 1844s assigned to Admin • Perform Mid-Year and Annual Reviews • Ensure accountability of assigned tasks • Oversee summer internship participants <p align="center">Website Administration</p> <ul style="list-style-type: none"> • Oversee the UASI website and Grants Management system 	<ul style="list-style-type: none"> • Ensure accountability of 1844s for assigned tasks- including weekly one on one meetings and conducting annual performance reviews. • Guide summer intern program members; work with fiscal and programmatic staff to assign duties that meet student abilities • Provide administration and oversight for the website and Grants Management system • Manage 1844 updates, edits, and postings of planning documents as needed • Oversee maintenance and hosting of website 	10%
	Goals 1-11	<p>Compliance</p> <ul style="list-style-type: none"> • Technical lead on all compliance requirements • Provide support for, and build capacity of, program and finance staff on compliance requirements. • Keep Management Team apprised of FEMA and CalOES updates during staff meetings 	<ul style="list-style-type: none"> • Provide coordination and oversight for Management Team to ensure timely distribution of compliance materials and information to staff. • Coordinate with State and Federal agencies and UASI sites to share best practices 	20%

				20%
		<p>Policies and Procedures</p> <ul style="list-style-type: none"> • Review all policies and procedures to ensure compliance requirements. • Coordinate updates to policies and procedures documents. • Oversee the Continuity of Operations planning efforts to ensure essential office functions can continue in a disaster. 	<ul style="list-style-type: none"> • Conduct internal review of all policies and procedures and provide appropriate oversight; update every 2 years. • Work closely with regional stakeholders to ensure jurisdictions are compliant with grant guidelines • Manage process of updating manuals • Oversee the maintenance of UASI division’s Continuity of Operations Plan (COOP) and ensure that DES staff receives copies of all pertinent plans 	
		<p>Grant Proposal and Submittal Process</p> <ul style="list-style-type: none"> • Act as lead for Grant Proposal process. • Oversee the edit and update of all guidance documents-both internal and external-pertaining to the project proposal process. • Act as coordinator for stakeholder outreach. • Responsible for scheduling the Kickoff meeting and Hub meetings. • Prepare all PowerPoints/charts for Hub meetings • Draft applications for other grants as issued; collaborate 	<ul style="list-style-type: none"> • Ensure UASI program team processes are efficient, accurate and up to date, archive information for future reference. • Draft the annual Project Proposal Guidance document and Internal Program policy document; present and obtain Approval Authority approval. • Coordinate annual Bay Area stakeholder outreach during grant proposal process. 	20%

		<p>with subject matter experts to ensure accuracy; submit applications in a timely manner.</p> <ul style="list-style-type: none"> Responsible for drafting and/or submitting UASI and other grant applications as needed. 	<ul style="list-style-type: none"> Engage and coordinate with Bay Area regional agencies and organizations, as needed. Obtain feedback from Management Team prior to submitting all applications. 	
		<p>Grant Review Process</p> <ul style="list-style-type: none"> Act as lead in grant review process Ensure proposals meet grant requirements and regional strategic goals and target capabilities 	<ul style="list-style-type: none"> Review Investment Justifications; ensure gaps are correctly identified Work with stakeholders and project managers to identify these gaps; prepare and submit projects that will close gaps 	15%
		<p>External Communications</p> <ul style="list-style-type: none"> Manage External Communications program. Oversee Annual Report and Quarterly Newsletters Develop and produce presentations and other materials for local, regional, and national conferences. 	<ul style="list-style-type: none"> Oversee content development and provide quality control. Conduct outreach to regional stakeholders to share updates and information. Review and edit copy, approve photos, and ensure on-time release of newsletters and annual report. Ensure presentations are completed and submitted to conference hosts in a timely fashion. Oversee the “Accept and Expend” legislative process 	10%

		Special Project <ul style="list-style-type: none">• Provide assistance to programs	<ul style="list-style-type: none">• As needed.	5%
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Natalie Jew Grants Accountant 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Organize the fiscal and accounting requirements of UASI grants in accordance with the Policies and Procedures Manual. • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline, and they are supported by proper documentation. • Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. • Assign, supervise, and evaluate staff accounting work in compliance with Generally Accepted Accounting Principles and applicable grant provisions. • Ensure that the Bay Area UASI’s strategic goals align with a National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. • Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. 	<ul style="list-style-type: none"> • Maintain accurate financial data including the budgets, encumbrances, actual expenses in Financial Accounting Management Information System (FAMIS). • Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. • Review, analyze and monitor budget and spending of grants and generate budget status and spending reports to the CFO. • Assist in overseeing accounting staff to maintain efficient workflow and develop processes for timely reimbursements to subrecipients, cash request and grant reconciliations. • Prepare financial reports as requested by CFO and UASI Management Team. 	<p>35%</p> <p>25%</p> <p>15%</p> <p>20%</p> <p>5%</p>

		<ul style="list-style-type: none"> • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants. • Provide initial training for new grants analysts in areas of budget, accounting, purchasing activities, payroll analysis and reconciliation, as well as UASI grants model structure of projects and solution areas and grants administration. • Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits. 		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Oscar Zhang BATEP Administrative Analyst 8 am – 5 pm San Francisco</p>	<p>Program/Fiscal Management</p>	<ul style="list-style-type: none"> • Provide support in developing contracts and MOUs. Issue an RFQ and establish a pool of qualified training vendors to serve the BATEP. Manage the BATEP training vendor pool (i.e., confirm compliance with CCSF vendor requirements, etc. Issue Best and Final Offer solicitations for vendor selections, issue purchase orders, and conduct course closeout procurement process. Provide summary expenditure reports to the BATEP program manager regularly and as requested. • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guidelines, and they are supported by proper documentation Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. • Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, 	<ul style="list-style-type: none"> • Administer T&E programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. • Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. • Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. • Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. • Assist in conducting onsite monitoring visits to ensure compliance. 	<p>40%</p> <p>20%</p> <p>30%</p> <p>10%</p>

		<p>subject matter experts, and nongovernment organizations.</p> <ul style="list-style-type: none">• Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure incurred expenditures are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements.• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Scott Kaplan Contract Specialist 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Manage, develop, create and amend Memorandums of Understanding (MOU) with sub-recipient jurisdictions and Letters of Agreement (LOA) with San Francisco City Departments for all grant programs. • Develop professional services contracts. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. • Work with project managers to review programmatic requirements of various grants. • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline, and they are supported by proper documentation. 	<ul style="list-style-type: none"> • Create MOU boilerplate, Appendix A and Grant Assurance templates for each grant program • Work in collaboration with UASI Program Managers and sub-recipient jurisdictions to obtain necessary information (e.g., project description, deliverables, timelines, contact information, budget amounts, etc.) in order to complete MOUs/LOAs • Generate formal modifications to MOUs/LOAs, as necessary • Serve as liaison to SF City Attorney. • Provide ongoing technical assistance to sub-recipients regarding MOU/LOA requirements and compliance • Maintain and track MOU/LOA status and budget information on the Inventory and Status spreadsheet • Carry out full execution of all MOUs/LOAs • Present updates to CFO and Program Mangers on MOUs/LOAs • Create RFP/RFQ for Professional Services Contracts. • Facilitate and/or participate on Review Panels. Write contracts using the City’s 	<p>60%</p> <p>30%</p> <p>10%</p>

			<p>P600 boilerplate and scope of services</p> <ul style="list-style-type: none">• Process contracts with SF Office of Contracts Administration and Human Rights Commission.• Attend meetings of San Francisco Department of Emergency Management, Office of Contracts Administration and Civil Service Commission.	
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Selina Ng RCPGP Grants Specialist 8 am - 5 pm San Francisco</p>	<p>Management and Administration RCPGP</p>	<ul style="list-style-type: none"> • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline, and they are supported by proper documentation. • Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. • Ensure that the Bay Area UASI’s strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. • Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. • Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. • Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. • Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. • Assist in conducting onsite monitoring visits to ensure compliance. 	<p>30%</p> <p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p>

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Tristan Levardo Chief Financial Officer 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Oversee the financial administration of HLS grants and the financial operations of the Bay Area UASI. • Direct the day-to-day operations of the Grants Management Unit and Admin Group in support of the Bay Area UASI mission and goals. • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. • Attend local/ regional stakeholder meetings to implement best practices and state-wide preparedness goals and initiatives. • Participate in weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • Provide fiscal and accounting support as well as technical assistance to UASI 	<ul style="list-style-type: none"> • Comply with reporting requirements by submitting on time accurate Financial Workbook, cash requests, program status reports, and budget reports. • Implement funding allocation and program plans in accordance with grant guidelines. • Develop policies and procedures to implement grant management objectives per grant management guidelines. • Create reports for AA including project status reports, travel expense reports, etc. • Oversee activities of Post Audit, Single Audit, and other state and Federal audits. • Oversee monitoring of sub recipient activities in compliance with grant provisions and generate meaningful monitoring reports. • Issue accurate and timely MOUs and LOAs. 	<p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p> <p>10%</p> <p>15%</p> <p>5%</p>

		<p>management team, and regional and local partners.</p> <ul style="list-style-type: none">• Oversee and coordinate the audit of grant accounting transactions including Single Audit, Post Audit and granting agency site reviews.• Oversee monitoring activities of regional and local jurisdictions in compliance with applicable grant guidelines.• Oversee completion of MOUs and LOAs.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-2024**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
<p>VACANT</p> <p>Training and Exercise Regional Project Manager</p> <p>8 am – 5 pm</p>	<p>Goal 10 Homeland Security, Exercise, Evaluation and Training Program</p>	<p>Management and coordination of the Bay Area Training and Exercise Program (BATEP)</p>	<ul style="list-style-type: none"> • Support the Regional Program Manager in implementing the Bay Area Training and Exercise Program in alignment with: <ul style="list-style-type: none"> - current Bay Area goals and priorities - Homeland Security Exercise and Evaluation Program (HSEEP) principles and practices - UASI grant compliance requirements • Manage the overall implementation of BATEP training courses via ongoing tracking and coordination with discipline specific training planners. • Compile and track ongoing training needs (outside of the Integrated Preparedness Planning process) across UASI work groups and stakeholders. Manage a fair process for allocating funds to the new training needs as appropriate / available. • Monitor training expenditures to ensure program investments remain within the allocated budget. • Maintain a training course lifecycle documentation/system to track program milestones. • Through a strategic evaluation, identify areas for program improvements and efficiency. • Manage the development, maintenance, and implementation of program documentation such as the Integrated Preparedness Plan (multi-year training and exercise plan), the Program Manual, 	<p>50%</p>

			<p>the Course Catalog, etc.</p> <ul style="list-style-type: none"> • Prepare the BATEP Monthly Training Bulletins, Quarterly Reports, and Annual Report with administrative support. 	
		Work Group Management	<ul style="list-style-type: none"> • Chair and facilitate the quarterly Training and Exercise Work Group (TEWG) meeting. • Coordinate, plan, and facilitate regular BATEP updates with other UASI work groups. 	10%
		BATEP Training Coordination	<ul style="list-style-type: none"> • Coordinate planning, delivery, and closeout of training courses including: <ul style="list-style-type: none"> - identification of priority courses through the Integrated Preparedness Planning Workshop and coordination with stakeholders - confirming host agencies / venues - managing vendor selection and finalization of course materials (i.e., course flyer) - tracking registration to ensure maximum and appropriate participation - monitoring course conduct / implementation for quality assurance 	20%
		BATEP Customer Support	<ul style="list-style-type: none"> • Supervise BATEP customer support operations including <ul style="list-style-type: none"> - providing guidance to support staff - documenting customer support policies - website improvements and upgrades - responding to customer support inquiries as needed 	10%
		Regional Stakeholder coordination: project procurement and monitoring	<ul style="list-style-type: none"> • Perform project management duties; conduct quarterly UASI subgrantee project monitoring, coordinate with fiscal team on RFPs and RFQ processes; negotiate vendor deliverables; develop and track project plans. • Represent UASI at meetings with State, Federal, regional, private sector and community-based organizations; prepare reports and presentations for UASI Management Team and Approval Authority. 	10%



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Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT</p> <p>UASI Grants Specialist</p> <p>8 am – 5 pm</p> <p>San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline, and they are supported by proper documentation. • Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. • Ensure that the Bay Area UASI's strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. • Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant 	<ul style="list-style-type: none"> • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. • Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. • Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. • Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. • Assist in conducting onsite monitoring visits to ensure compliance. 	<p>30%</p> <p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p>

		<p>guidelines and are consistent with sub-recipient awards affirmed in MOU agreements.</p> <ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-2024**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Vivina Santos Senior Management Assistant 8 am – 5 pm San Francisco	Management and Administration	Coordinate Approval Authority meeting logistics	<ul style="list-style-type: none"> Act as UASI Management Team liaison to the Approval Authority. Lead process to prepare, edit, format, and distribute Bay Area UASI documents. Maintain meeting records and official actions of the Approval Authority Meetings. Set-up and attend Approval Authority meetings. 	20%
		Office Management and Administrative Support	<ul style="list-style-type: none"> Provide administrative support to Management Team. Manage the master calendar and coordinate weekly staff meeting logistics. Order/organize office supplies, process travel authorizations and expense reports. Act as Liaison to Building Management, DEM Human Resources and other City Departments. 	30%
	Goals 1-11	Research documents and Program Staff support	<ul style="list-style-type: none"> Conduct research and provide support to Project Managers as needed. Assist in the accurate preparation of reports, documents, or other technical materials. Provide back-up support and assist with website updates and maintenance activities as necessary. 	10%

		Policy and procedure process	<ul style="list-style-type: none"> • Help ensure policies and procedures are maintained during FY 23-24 grant year • Begin preparing for FY 24-25 application process. • Support Hub process • Update UASI Grants Manual • Update other manuals as needed 	25%
		Continuity of Operations Plan	Act as lead on Annex E to the CCSF DEM Continuity of Operations Plan; ensure that the plan is up to date- maintain contact information, coordinate office preparedness drills, facilitate hot washes, and construct improvement plans.	15%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2023-24**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time	
William Kahan Securing the Cities (STC) Administrative Assistant 8 am – 5 pm M - F	Goal 2 – Enhance Protection of Soft Targets	<ul style="list-style-type: none"> Prepare and distribute agendas, notices, minutes, and documents and provide clerical support for the Securing the Cities San Francisco Bay Area (STC SFBA) program. 	<ul style="list-style-type: none"> Support and coordinate documentation for the STC SFBA Program. 	25%	
	Goal 10 - Protect Critical Infrastructure and Key Resources	<ul style="list-style-type: none"> Support the STC SFBA Program coordination, and development of Preventive Rad/Nuc Detection operations, plans and processes. 	<ul style="list-style-type: none"> Gather and compile information to provide support for STC project, which includes researching and preparing technical reports, records, and other documents related to the project. 	15%	
	Goal 11 – Enhance Elections Security	<ul style="list-style-type: none"> Evaluate and analyze information used in the development and implementation of PRND plans, policies, and procedures for the SFBA Area of Responsibility. 	<ul style="list-style-type: none"> Maintain reports in compliance with federal, state, and local laws, and any policies and procedures established by the STC Principal Partners and Bay Area UASI Approval Authority. 	10%	
		<ul style="list-style-type: none"> Research, analyze and provide reference information related to technical studies in PRND planning. 			
		<ul style="list-style-type: none"> Review and analyze information for the preparation and dissemination of STC information and determine best practices for electronic and/or print presentations and distributions. 	<ul style="list-style-type: none"> Support the STC Program Manager to document, evaluate and develop new procedures to enhance the administration of the STC program. 	15%	
		<ul style="list-style-type: none"> Provide information to staff on policies regarding PRND operations. 	<ul style="list-style-type: none"> Ensure the distribution of all work product to STC Principal Partners. 	5%	
		<ul style="list-style-type: none"> Review and assess documents and processes to assist with the development and implementation of the PRND program for the STC program. 	<ul style="list-style-type: none"> Prepare reports, memoranda, and correspondence for the STC Program. 	10%	



Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>William Kahan Securing the Cities (STC) Administrative Assistant</p> <p>8 am – 5 pm M – F</p>		<ul style="list-style-type: none"> • Support BATEP Administrative Specialist with customer support and training administration tasks • Coordinate planning, delivery, and closeout of public health training courses including: <ul style="list-style-type: none"> - Identification of priority courses through the Integrated Preparedness Planning Workshop and coordination with TEWG and Medical and Public Health Work Group stakeholders - Confirming host agencies/venues - Managing vendor selection and finalization of course materials (I.e., course flyer) - Tracking registration to ensure maximum and appropriate participation - Monitoring course conduct/implementation for quality assurance 	<ul style="list-style-type: none"> • Gather and compile information to provide support for Training and Exercise project, which includes preparing After Action reports, maintaining records, and other documents related to the project 	15%
		<ul style="list-style-type: none"> • Support CBRNE Regional Project Manager on initiatives in the Bay Area UASI footprint • Must be able to obtain a Federal SECRET-level security clearance to attend a SECRET-level classified briefing and to support operations and technical services as it relates to the Department of Homeland Security's (DHS) mission. • At the request of the Countering Weapons of Mass Destruction 	<ul style="list-style-type: none"> • Support the CBRNE Regional Project Manager on the CBRNE Program strategic plan 	5%



		<p>(CWMD) Office, Northern California Regional Intelligence Center (NCRIC), State Threat Assessment Center (STAC), DHS, FBI, National Guard, or other Threat Assessment Centers within California, will be required to attend various briefings throughout the State of California at a local, state, or Federal facility approved for SECRET-level material, relating to CWMD terrorism, and other threats which may be relevant to the protection of local, state or federal critical asset and key resources in California.</p>		
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**Bay Area UASI
FY2023-2024 Management Team Proposed Budget**

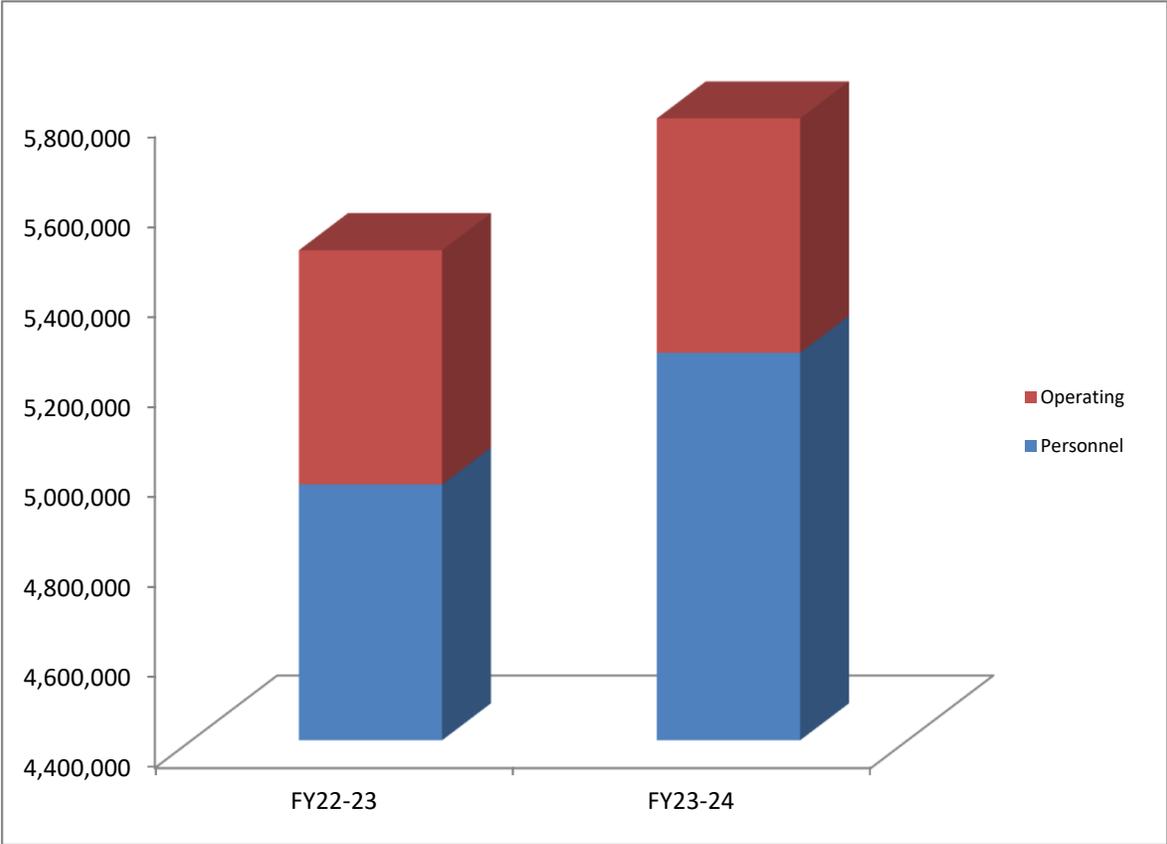
	FY23-24	FY22-23	Change Inc/(Dec)
<u>Revenue Sources</u>			
21 22 & 23 UASI (Program and M&A)	\$ 4,536,984	\$ 4,038,249	
21 & 22 RCPGP	\$ 425,342	\$ 404,106	
22 & 23 STC	\$ 818,006	\$ 777,184	
21 TVTP	\$ -	\$ 268,234	
TOTAL ALL SOURCES	\$ 5,780,332	\$ 5,487,773	\$ 292,558
<u>Expenditures</u>			
<u>Personnel</u>			
Salaries and Fringes - Project Management	\$ 3,648,083	\$ 3,466,020	\$ 182,064
Salaries and Fringes - Grants Management (M&A)	\$ 1,039,873	\$ 977,816	\$ 62,057
Salaries and Fringes - Compliance and Administration	\$ 572,376	\$ 523,938	\$ 48,438
Subtotal	\$ 5,260,332	\$ 4,967,773	\$ 292,559
<u>Operating</u>			
Travel (Program and M&A)	\$ 80,000	\$ 80,000	\$ -
Rents and leases	\$ 300,000	\$ 300,000	\$ -
Copy machines, website, meetings, phones	\$ 40,000	\$ 40,000	\$ -
Office supplies	\$ 50,000	\$ 50,000	\$ -
City Attorney Services (review of MOUs and contracts)	\$ 30,000	\$ 30,000	\$ -
Legal Services (Approval Authority)	\$ 20,000	\$ 20,000	\$ -
Subtotal	\$ 520,000	\$ 520,000	\$ -
TOTAL EXPENDITURES	\$ 5,780,332	\$ 5,487,773	\$ 292,559

**UASI Management Team
FY2023-2024 Personnel Detail**

Classification	Job Title	Program	Salary	Fringe Benefits	Total
<u>Project Management Team</u>					
0954 Mgr VIII	General Manager	UASI Program Management	255,476	89,417	344,893
0933 Mgr V	Regional Project Manager	UASI Program Management	209,118	73,191	282,309
0932 Mgr IV	Regional Project Manager	UASI Program Management	193,856	67,850	261,706
0931 Mgr III	Risk Management	UASI Program Management	180,622	63,218	243,840
0931 Mgr III	Cyber Resilience PM	UASI Program Management	180,622	63,218	243,840
0931 Mgr III	Regional Catastrophic Planning Project Manager	RCPGP Program Management	180,622	63,218	243,840
1823 Sr Admin Analyst	Financial Specialist	RCPGP Program Management	134,446	47,056	181,502
0932 Mgr IV	Training & Exercise Program Manager	BATEP	193,856	67,850	261,706
0931 Mgr III	Training & Exercise Project Manager	BATEP	180,622	63,218	243,840
1824 Principal Admin Analyst	T&E Coordinator	BATEP	155,662	54,482	210,144
1823 Sr Admin Analyst	T&E Grants Specialist	BATEP	134,446	47,056	181,502
8601 ESC 1	T&E Admin Support	BATEP	97,006	33,952	130,958
0932 Mgr IV	Regional Project Manager	STC Program Management	193,856	67,850	261,706
0931 Mgr III	CBRNE Program Manager	STC Program Management	180,622	63,218	243,840
1823 Sr Admin Analyst	STC Financial Analyst	STC Program Management	134,446	47,056	181,502
8601 ESC 1	STC Administrative Analyst	STC Program Management	97,006	33,952	130,958
Subtotal			2,702,284	945,799	3,648,083
<u>Grants Management Unit</u>					
0932 Mgr IV	Chief Financial Officer	UASI M&A	193,856	67,850	261,706
1824 Principal Admin Analyst	Contract Specialist	UASI M&A	155,662	54,482	210,144
1657 Acct IV	Grants Accountant	UASI M&A	151,866	53,153	205,019
1823 Sr Admin Analyst	Grants Specialist	UASI M&A	134,446	47,056	181,502
1823 Sr Admin Analyst	Grants Specialist	UASI M&A	134,446	47,056	181,502
Subtotal			770,276	269,597	1,039,873
<u>Compliance and Administration</u>					
0931 Mgr III	Regional Grants Manager	UASI M&A	180,622	63,218	243,840
1844 Sr Management Assistant	Office Administrator	UASI M&A	121,680	42,588	164,268
1844 Sr Management Assistant	Office Manager/AA Liaison	UASI M&A	121,680	42,588	164,268
Subtotal			423,982	148,394	572,376
TOTAL: MANAGEMENT TEAM			3,896,542	1,363,790	5,260,332

UASI Management Team Proposed Budget

	Personnel	Operating	Total	
FY22-23	4,967,773	520,000	5,487,773	
FY23-24	5,260,332	520,000	5,780,332	
Increase	292,559	-	292,559	5.33%



	Agenda Item	Presenter	Meeting Date
1.	General Manager's Report a. Update on Submitted Grant Applications b. Approval of the 2024 Approval Authority Meeting Calendar c. Management Team Update d. Management Team Tracking Tool and Future Agenda Items	Craig Dziedzic	09/14/23
2.	Risk Management Program – Program Update	Amy Ramirez	09/14/23
3.	Program Quarterly Updates a. Securing the Cities SF Bay Area (STC SFBA) b. Targeted Violence Terrorism Prevention Program (TVTP) c. Regional Catastrophic Preparedness Grant Program (RCPGP) d. Bay Area Training & Exercise Program (BATEP)	Dave Rocha Jodi Traversaro Christophe Arnold Corinne Bartshire	09/14/23
4.	Threat Briefings Northern California Regional Intelligence Center (NCRIC)	Mike Sena	09/14/23
5.	UASI Financial Reports	Tristan Levardo	09/14/23
6.	General Manager's Report a. Management Team Tracking Tool and Future Agenda Items b. Election of UASI Officers	Craig Dziedzic	11/09/23
7.	Risk Management Program – Program Update a. THIRA/SPR Approval; Hub Funding Allocation/ Risk Formula Application	Amy Ramirez	11/09/23
8.	Program Quarterly Updates a. Securing the Cities SF Bay Area (STC SFBA) b. Targeted Violence Terrorism Prevention Program (TVTP) c. Regional Catastrophic Preparedness Grant Program (RCPGP) d. Bay Area Training & Exercise Program (BATEP)	Dave Rocha Jodi Traversaro Christophe Arnold Corinne Bartshire	11/09/23
9.	Threat Briefings Northern California Regional Intelligence Center (NCRIC)	Mike Sena	11/09/23
10.	UASI Financial Reports	Tristan Levardo	11/09/23

Recurring Agenda Items				
	Agenda Item	Presenter	Date	Deliverable/ Comments
1	General Manager's Report	Craig Dziedzic	03/14/24 06/13/24 09/12/24 11/14/24	Grant Status Update Annual Budget, Organizational Chart, Work Plans, Annual Report Management Team Tracking Tool and Future Agenda Items, Election of UASI officers
2	Risk Management Program	Amy Ramirez	03/14/24 06/13/24 11/14/24	Program Kick Off Program Update THIRA/SPR Approval; Hub Funding Allocation/ Risk Formula Application
3	Program Quarterly Updates a. Securing the Cities SF Bay Area (STC SFBA) b. Targeted Violence Terrorism Prevention Program (TVTP) c. Regional Catastrophic Preparedness Grant Program (RCPGP) d. Bay Area Training & Exercise Program (BATEP)	Dave Rocha Jodi Traversaro Christophe Arnold Corinne Bartshire	03/14/24 06/13/24 09/12/24 11/14/24	Program Quarterly Updates
4	Threat Briefings Northern California Regional Intelligence Center (NCRIC)	Mike Sena	03/14/24 06/13/24 09/12/24 11/14/24	<ul style="list-style-type: none"> ▪ Special Event Assessment Rating (SEAR) and Suspicious Activity Reports (SARS) ▪ International and Domestic Terrorism (closed session) ▪ Crime Gun Intelligence and Domestic Violent Extremism ▪ Cyber Security ▪ Regional Information Sharing Systems ▪ Elections Security ▪ Emergent Threats
5	UASI Financial Reports	Tristan Levarado	03/14/24 06/13/24 09/12/24 11/14/24	Mar: UASI Travel Expenditures Jun: Reallocation of Grant Funds Sep: FY22 UASI Spending Report Nov: Reallocation of Grant Funds and FY21 UASI Spending Report



To: Bay Area UASI Approval Authority

From: Janell Myhre, Regional Program Manager

Date: June 08, 2023

Re: Item 04: 2023 Bay Area UASI Work Group Annual Plans

Staff Recommendation:

No recommendation

Action or Discussion Items:

Discussion

Discussion:

This item provides an update to the Approval Authority on the Bay Area UASI regional work group plans for the 2023 calendar year. Appendices A-G summarize Bay Area UASI regional work group activities in an Annual Work Plan format. Updates on work group efforts will be provided to the Approval Authority by work group members and/or Chairpersons throughout the year.

Background:

Per the Bay Area UASI By-laws, the General Manager may create discipline-specific and/or functionally determined working groups to make comprehensive assessments and recommendations that address risk reduction, increase capabilities on a regional basis, provide input on regional project proposals, and review grant allocations. Regional work groups are formed to support the Bay Area Homeland Security Investments as presented in the annual Project Proposal Guidance.

Bay Area local government stakeholders provide jurisdiction specific input to the UASI Management Team through participation in regional work group meetings. Many work groups form sub-committees and focus groups to track and provide input on National Priority Projects and other regional initiatives.

The current work groups are as follows and support the related FY23 goals:

- A. Cybersecurity Work Group (Goal 3)
- B. Emergency Management Work Group (Goals 4, 9)
- C. Medical & Public Health Work Group (Goal 7)
- D. Public Information & Warning Work Group (Goal 6)
- E. Risk Management Work Group (Goals 1-11)
- F. STC SFBA / CBRNE Work Group & Subcommittees (Goals 2, 10, 11)
- G. Training & Exercise Work Group (Goals 1-11)



Bay Area UASI Management Team Cybersecurity Work Group 2023 Annual Plan

I. UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction and increase capabilities on a regional basis.

Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables. As needed, UASI Work Groups serve as a forum to discuss and successfully accomplish National Priority Area objectives. National Priority Areas are annually set by the federal Department of Homeland Security. The UASI is required to invest a specified minimum amount of the overall grant to each National Priority Area.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

II. Cybersecurity Work Group Purpose & Schedule

The Cybersecurity Work Group is co-chaired by Mikyung Kim-Molina of the Bay Area UASI Management Team and Alison Yakabe of the Northern California Regional Intelligence Center (NCRIC). The Cybersecurity Work Group supports the following Bay Area UASI Homeland Security Goal.

#	Supported Bay Area UASI Goal
3	Enhance Cybersecurity*

**Designated as a National Priority Area*

The Cybersecurity Work Group is scheduled to meet 4 times during 2023. Additional meetings may be scheduled as necessary. Each meeting will last no more than 2 hours. Between meetings, correspondence to work group members will be conducted via email from the Co-chairs.

III. 2023 Activities

Through the CRWG and its active subcommittees, Bay Area jurisdictions and partners have the opportunity to participate in and benefit from UASI investments.

- FY20 Cyber Navigator Project (National Priority Project)
- FY21 Regional Center for Cyber Security Excellence Project (National Priority Project)
- FY22 Cyber Emergency Response Training (National Priority Project)
- THIRA/SPR Update – the Cybersecurity Work Group members will participate in work group discussions to provide input for the Bay Area Threat & Hazard Identification and Risk Assessment (THIRA) scenarios and Stakeholder Preparedness Review (SPR) capability assessment.
- Bay Area Training and Exercise (BATEP) – The Cybersecurity Work Group and its subcommittees will promote and participate in trainings offered by BATEP.



Bay Area UASI Management Team Cybersecurity Work Group 2023 Annual Plan

IV. Roles and Responsibilities

Work Group members are expected to attend scheduled work group meetings to:

- Provide subject matter expertise and jurisdictional perspectives.
- Coordinate appropriate participation by staff within their jurisdiction for regional workshops, relevant trainings, and other events coordinated by this work group and its subcommittees.
- Offer input to ensure relevant and quality outcomes of UASI investments.
- Participate in the review of draft and final project deliverables.
- Participate in regional collaboration opportunities (e.g., trainings, exercises, workshops, etc.) and report updates to their leadership.

Subcommittee members are expected to:

- Attend scheduled subcommittee meetings and respond to subcommittee correspondence.
- Advise on project goals and deliverables to ensure regional benefit.
- Coordinate appropriate participation by their organization in facilitated conversations, regional workshops, and exercises to maximize regional collaboration.

V. Future Focus Areas / Project Ideas

The following are focus areas identified by the Cybersecurity Work Group in 2023 and beyond:

- Participate in the Cyber Navigator project: gaps and needs analysis, technology needs assessment, review and recommendations of cyber plans.
- Develop multi-year cyber strategy report and governance structure.
- Participate in elections cybersecurity training and exercise design.
- Create the Regional Center for Cyber Security Excellence project.
- Design, develop and participate in regional cyber incident response exercise.
- Identify regional cybersecurity training needs.
- Plan and develop regional cyber resilience seminar.
- Align local and regional cybersecurity efforts with the NIST Framework.
- Identify regional equipment needs and regional procurement opportunities.
- Develop information sharing forum for emerging threats (e.g., regular threat briefings).
- Explore cybersecurity needs on critical infrastructure and industrial control systems (e.g., operational technology).
- Cross collaboration with states and jurisdictions outside of the UASI footprint (e.g., Nevada, Los Angeles, San Diego, NY).
- Explore cybersecurity mentorship or apprenticeship programs to help leverage cybersecurity talent and resources for the region.
- Continue to maintain and cultivate stakeholder partnerships at the local, regional, state and federal levels.



Bay Area UASI Management Team Emergency Management Work Group 2023 Annual Plan

I. UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction and increase capabilities on a regional basis.

Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables. As needed, UASI Work Groups serve as a forum to discuss and successfully accomplish National Priority Area objectives. National Priority Areas are annually set by the federal Department of Homeland Security. The UASI is required to invest a specified minimum amount of the overall grant to each National Priority Area.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

II. Emergency Management Work Group (EMWG) Purpose & Schedule

The Emergency Management Work Group, chaired by Christophe Arnold of the UASI Management Team, supports the following Bay Area UASI Homeland Security Goals.

#	Supported Bay Area UASI Goals
4	Enhance Community Preparedness and Resilience
9	Enhance All-Hazards Incident Planning, Response & Recovery Capabilities

The Emergency Management Work Group is scheduled to meet 4 times during 2022. Additional meetings may be scheduled as necessary. Each meeting will last no more than 2 hours. Between meetings, correspondence to work group members will be conducted via email from the Chairperson.

III. 2023 Activities

Through the Emergency Management Work Group and its active subcommittees, Bay Area jurisdictions and partners have the opportunity to participate in and benefit from UASI investments.

The 14 UASI jurisdictions are encouraged to make clear to the Chairperson their lead points of contact for participation in each of the following subcommittees and/or activities.

- THIRA / SPR Update**
 EMWG members are invited to participate in work group discussions to provide input for the Bay Area Threat & Hazard Identification and Risk Assessment (THIRA) scenarios and Stakeholder Preparedness Review (SPR) capability assessment.
- FY19 RCPGP C-POD Planning Project**
 EMWG members are invited to participate in developing jurisdictional C-POD plans, C-POD and disaster logistics trainings, local and region-wide exercises.
- FY20 RCPGP Pandemic Preparedness Project**



Bay Area UASI Management Team Emergency Management Work Group 2023 Annual Plan

EMWG members are invited to participate in development of a region-wide COVID-19 After Action Report and Pandemic Preparedness Framework; update of the Care & Shelter Planning Toolkit; participate in the development of a Crisis Communications toolkit; local pandemic resource needs estimates; as well as local and regional exercise series.

- **FY21 RCPGP Supply Chain Planning Project**
EMWG members are invited to participate in workshop seminars focused on supply chain concepts; development of a Decision-Making Playbook to maximize supply chain management; production of a report focused on supply chain considerations to minimize impacts on socially vulnerable populations; and region-wide table-top exercises.
- **FY22 RCPGP Equitable Community Resilience**
EMWG members are invited to participate in developing local and regional roadmaps to resilience for socially vulnerable communities, activities promoting equitable community preparedness, trainings alongside local and region-wide table-top exercise.
- **National Priority Area – Community Preparedness and Resilience**
A Community Preparedness & Resilience Focus Group has been established to prioritize training, equipment, and exercise activities that build community resilience.
- **National Priority Area – Elections Security**
An elections security and accessibility focus group was established to support analysis of the November 2022 election cycle.

IV. Coordination with the Bay Area Training and Exercise Program

The Emergency Management Work Group and its subcommittees will promote and participate in training offerings by the Bay Area Training and Exercise Program (BATEP). Notably, work group members should share opportunities for community preparedness trainings with local community-based organizations. Emergency managers are also relied upon for sharing relevant training opportunities with other public safety disciplines throughout their jurisdiction such as cyber security, public information, public health, law, and fire personnel.

Quarterly, or as requested, the BATEP staff will provide an update to the Emergency Management Work Group regarding the ongoing training and exercise activities being coordinated for the Bay Area.

Golden Eagle Exercise: Emergency Management Work Group members and subcommittee members are encouraged to confirm their jurisdiction has appropriate representatives participating in the exercise planning teams. Questions or interest regarding the Golden Eagle Exercise may be directed to christophe.arnold@sfgov.org

V. Roles and Responsibilities

Members of the work group are expected to attend scheduled work group meetings to:

- Provide subject matter expertise and jurisdictional perspectives
- Coordinate appropriate participation by staff within their jurisdiction for regional workshops, relevant trainings, and other events coordinated by this work group and its subcommittees
- Offer input to ensure relevant and quality outcomes



Bay Area UASI Management Team Emergency Management Work Group 2023 Annual Plan

- Participate in the review of draft and final project deliverables.
- Engage in regional collaboration efforts and report updates to their Office of Emergency Services leadership.

Subcommittee and focus group members are expected to:

- Attend scheduled meetings and respond to subcommittee / focus group correspondence.
- Advise on project goals and deliverables to ensure regional benefit.
- Coordinate appropriate participation by their organization in facilitated conversations, regional workshops, and exercises to maximize regional collaboration.

Future Focus Areas / Project Ideas

The following are focus areas identified by the Emergency Management Work Group for future consideration:

- Review and reference various regional After-Action Items and present them to MARAC.
- Support the designing, planning and implementation of various table-top exercises series (C-POD, Active Attacker, Supply Chain Resilience, etc.) and full-scale & functional exercises (Golden Eagle, CERTs, C-PODs, etc.)
- Coordinate to find suitable solution for Regional GIS data layering (ex: transportation routes, C-PODs, Shelter/evacuation centers, etc.)
- Identify key personnel and community organizations to actively participate and engage in the Community Preparedness Focus Group.
- Engage in RCPGP program deliverables.
- Explore best practices for training and implementing EOC finance and administration processes that lead to successful reimbursement following a disaster.
- Facilitate a regional senior leader collaboration session to discuss policy affecting regional disaster response and recovery.



Bay Area UASI Management Team Medical and Public Health Work Group 2023 Annual Plan

I. UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction and increase capabilities on a regional basis.

Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables. As needed, UASI Work Groups serve as a forum to discuss and successfully accomplish National Priority Area objectives. National Priority Areas are annually set by the federal Department of Homeland Security. The UASI is required to invest a specified minimum amount of the overall grant to each National Priority Area.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

II. Medical and Public Health Work Group Purpose & Schedule

The Medical and Public Health Work Group, chaired by Christophe Arnold of the UASI Management Team, supports the following Bay Area UASI Homeland Security Goal.

#	Supported Bay Area UASI Goal
7	Enhance Medical and Public Health Preparedness

The Medical and Public Health Work Group is scheduled to meet quarterly during 2023. Additional meetings may be scheduled as necessary. Each meeting will last no more than 2 hours. Between meetings, correspondence to work group members will be conducted via email from the Chairperson.

III. 2023 Activities

The following are focus areas for the Medical & Public Health Work Group in 2023:

- In coordination with the Emergency Management Work Group, support the FY20 Regional Catastrophic Preparedness Grant Program (RCPGP) Pandemic Preparedness Project
- 2023 Golden Eagle Exercise: Functional and Full-scale Pandemic Preparedness Exercise. The 2023 Golden Eagle Exercise will tentatively be held on May 18th, 2023
- In coordination with the Emergency Management Work Group, support the FY21 Regional Catastrophic Preparedness Grant Program (RCPGP) Supply Chain Resilience Project
- Provide input for the Bay Area Threat & Hazard Identification and Risk Assessment (THIRA) scenarios and Stakeholder Preparedness Review (SPR) capability assessment
- In coordination with the CBRNE Work Group, support the Chem Bio Information Sharing and Chem-Bio Detection projects.

IV. Coordination with the Bay Area Training and Exercise Program

The Medical & Public Health Work Group will promote and participate in training offerings by the Bay Area Training and Exercise Program (BATEP). Quarterly, or as requested, the BATEP staff will provide an update to the Medical & Public Health Work Group regarding the ongoing training and exercise activities being coordinated for the Bay Area and provide an opportunity for the work group to request training or exercise services that will address an unmet need.



Bay Area UASI Management Team Medical and Public Health Work Group 2023 Annual Plan

V. Member Roles and Responsibilities

Members of the work group are expected to attend scheduled work group meetings in person or via teleconference, for the purpose of:

- Providing subject matter expertise and jurisdictional / discipline perspectives regarding the content and oversight of applicable projects.
- Providing updates on Medical and Public Health preparedness related projects that may be of interest to other jurisdictions, disciplines, and work group members.
- Engaging in the Bay Area Threat & Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process to identify gaps and strategies.
- Participating in regional collaboration efforts, T&E design and conduct, and sharing resources and innovations in their occupational areas.
- Communicating back with jurisdictional partners to maximize opportunity and collaboration.

VI. Meeting Schedule

Medical and Public Health Work Group meetings will be held quarterly via MS Teams. A calendar invitation along with agenda will be sent out to work group members via email 2 weeks prior to meeting. Work group members will receive the PowerPoint slides in PDF along with the meeting summary, the week following the meeting.



Bay Area UASI Management Team Public Information & Warning Work Group 2023 Annual Plan

I. UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction and increase capabilities on a regional basis.

Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables. As needed, UASI Work Groups serve as a forum to discuss and successfully accomplish National Priority Area objectives. National Priority Areas are annually set by the federal Department of Homeland Security. The UASI is required to invest a specified minimum amount of the overall grant to each National Priority Area.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

II. Public Information & Warning Work Group (PIW) Purpose & Schedule

The Public Information & Warning Work Group, chaired by Mikyung Kim-Molina of the UASI Management Team, supports the following Bay Area UASI Homeland Security Goal.

#	Supported Bay Area UASI Goal
6	Strengthen Emergency Communications Capabilities

The Public Information & Warning Work Group is scheduled to meet 4 times during 2023. Additional meetings may be scheduled as necessary. Each meeting will last no more than 2 hours. Between meetings, correspondence to work group members will be conducted via email from the Chairperson.

III. 2023 Activities

Through the Public Information & Warning Work Group and its active subcommittees, Bay Area jurisdictions and partners have the opportunity to participate in and benefit from UASI investments.

The 14 UASI jurisdictions are encouraged to make clear to the Chairperson their lead points of contact for participation in each of the following subcommittees and/or activities.

- **THIRA / SPR Update**
PI&W WG members are invited to participate in work group discussions to provide input for the Bay Area Threat & Hazard Identification and Risk Assessment (THIRA) scenarios and Stakeholder Preparedness Review (SPR) capability assessment.
- **Bay Area Joint Information System (Bay Area JIS)**
PI&W WG members are invited to join and guide the work of the Bay Area JIS. During 2023, the Bay Area JIS will focus on the following:
 - Explore and identify new JIS tools
 - Update JIS Framework and Toolkit
 - Participation in the Golden Eagle Exercise



Bay Area UASI Management Team

Public Information & Warning Work Group

2023 Annual Plan

- **ALERTtheBay.org (Phase II)**
PI&W WG members are invited to participate in the development of a regional campaign, help design and develop tools for locally customizable campaigns, and identify strategies for project sustainment.
- **Public Information Toolkit for Pandemic Crisis Communications (FY20 RCPGP)**
PI&W WG members are invited to give feedback on the pandemic crisis communications toolkit and website.
- **Mass Notification Seminar Planning Team**
PI&W WG members are invited to participate on the planning committee to help design and develop the 2023 Mass Notification Seminar.
- **National Priority Area – Community Resilience**
PI&W WG members are invited to give recommendations on proposed public information and alert and warning projects that will increase capabilities and close gaps in the region.

IV. Coordination with the Bay Area Training and Exercise Program

The Public Information & Warning Work Group and its subcommittees will promote and participate in training offerings by the Bay Area Training and Exercise Program (BATEP). Quarterly, or as requested, the BATEP staff will provide an update to the Public Information & Warning Work Group regarding the ongoing training and exercise activities being coordinated for the Bay Area.

Golden Eagle Exercise: In 2023, BATEP will incorporate an exercise of the Bay Area JIS and local public information and warning functions. Public Information & Warning Work Group members and subcommittee members are encouraged to confirm that their jurisdiction has appropriate representatives participating in the exercise planning team. Questions or interest regarding the Golden Eagle Exercise may be directed to christophe.arnold@sfgov.org

V. Roles and Responsibilities

Members of the work group are expected to attend scheduled work group meetings to:

- Provide subject matter expertise and jurisdictional perspectives
- Coordinate appropriate participation by staff within their jurisdiction for regional workshops, relevant trainings, and other events coordinated by this work group and its subcommittees
- Offer input to ensure relevant and quality outcomes
- Participate in the review of draft and final project deliverables
- Engage in regional collaboration efforts and report updates to their leadership

Subcommittee and focus group members are expected to:

- Attend scheduled meetings and respond to subcommittee / focus group correspondence
- Advise on project goals and deliverables to ensure regional benefit
- Coordinate appropriate participation by their organization in facilitated conversations, regional workshops, and exercises to maximize regional collaboration.



Bay Area UASI Management Team Public Information & Warning Work Group 2023 Annual Plan

VI. Future Focus Areas / Project Ideas

The following are focus areas identified by the Public Information & Warning Work Group for future consideration:

- Promote equity in messaging by fostering partnerships with NGOs that serve people with Access and Functional Needs (AFN) and limited English proficiency
- Keep current on national challenges and best practices by fostering partnerships with national organizations (e.g., Inclusive Emergency Management Group, Language & Accessibility for Alert & Warning Workgroup, Argonne Labs, etc.)
- Regularly connect with and stay abreast of state and federal alert and warning efforts
- Create a database of pre-scripted and pre-vetted translations for different disasters (e.g., fire, earthquake, flood, pandemic, etc.)
- Continue to promote Alert the Bay to the community and make recommendations for website enhancements
- Identify new scenarios and injects for the Golden Eagle PIO Exercise
- Continue to update the pandemic preparedness communications website with new and evolving resources
- Provide input and feedback on the design and development of the Mass Notification Seminar
- Coordinate with CERT PIOs in order to increase whole community resiliency efforts



Bay Area UASI Management Team Risk Management Work Group 2023 Annual Plan

I. UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction and increase capabilities on a regional basis.

Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, agency perspectives, and input on project deliverables.

II. Risk Management Work Group Purpose & Schedule

The Bay Area’s FY23 Risk Score fell from a Level 4 to a Level 5. Over the past two years, there has also been a decrease in UASI grant funding to the region. The Bay Area UASI is concerned that the Department of Homeland Security (DHS) Risk Methodology, used to calculate each urban area’s relative risk score, does not accurately represent the threat, vulnerability, or consequence of the entire 12 county Bay Area and that additional reductions in funding in the near future are a possibility. The Risk Management Work Group was formed to bring together regional, state, and federal subject matter experts to support efforts to ensure that the DHS risk score for the BAUASI region is increased to meet or exceed prior years’ levels.

The Risk Management Work Group (RMWG) is chaired by Amy Ramirez of the UASI Management Team. The efforts of this work group impact the overall funding awarded to the region and therefore support all Bay Area UASI Homeland Security Goals:

#	Supported Bay Area UASI Goals
1	Enhance Information & Intelligence Sharing
2	Enhance the Protection of Soft Targets
3	Enhance Cybersecurity
4	Enhance Community Preparedness and Resilience
5	Combat Domestic Violent Extremism
6	Strengthen Emergency Communications Capabilities
7	Enhance Medical and Public Health Preparedness
8	Strengthen Information Sharing and Collaboration
9	Enhance All Hazards Incident Planning, Response & Recovery Capabilities
10	Protect Critical Infrastructure and Key Resources
11	Enhance Elections Security

RMWG meetings will be held virtually, on a quarterly basis, during 2023. Additional meetings may be scheduled as necessary. Each meeting will last approximately one hour. Between meetings, the Chairperson will conduct additional correspondence with work group members as needed.

III. 2023 Activities

The following are focus areas for the Risk Management Work Group in 2023:

- A. Audit DHS Risk Methodology and make recommendations for improvement
- B. Review Threat profile data sources cited by DHS and suggest new data sources
- C. Advocate for proper risk methodology data source representation and increase in Bay Area funding.
- D. Support and compile Bay Area data for DHS requests for data, such as: NCIPP Data Call, Counter



Bay Area UASI Management Team Risk Management Work Group 2023 Annual Plan

Terrorism Mission Center Request for Information, and Special Event Data Call

IV. Membership

Core RMWG agencies and current representatives include:

Bay Area UASI	Craig Dziedzic	NCRIC	Yuki Cruz
	Amy Ramirez		Alison Yakabe
	Jodi Traversaro		Nick Silva
	Mikyung Kim Molina	DHS - Cyber	Joseph Oregon
Cal OES	Ted Johnson	FBI	Megan Bezzant
Haystax	Jason Carroll	DHS I&A	Jeremy Rosado
HIDTA	Sensheer Ortiz		



Bay Area UASI Management Team

SFBA STC - CBRNE Work Group & Subcommittees

2023 Annual Plan

I. Work Group Definition

Bay Area UASI Work Groups and Subcommittees are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction, increasing capabilities on a regional basis, vetting regional projects, and/or reviewing grant allocations. Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables.

UASI Work Groups and Subcommittees also serve as a forum to provide input to and track progress of National Priority Project (NPP) objectives, impacts and outcomes. National Priority Areas are annually set by the Federal Department of Homeland Security. The UASI is required to invest a specified minimum amount of the overall grant to each National Priority Area. The Work Group/Subcommittee Chair will ensure that members are informed of any NPP that falls in their related UASI Homeland Security Goal to best achieve the established impacts and outcomes set forth in the project.

In 2020, the Bay Area CBRNE Work Group became a Securing the Cities San Francisco Bay Area (STC SFBA) Subcommittee. While the STC SFBA program’s focus is on Preventative Radiological Nuclear Detection (PRND), the Bay Area UASI sees value in the local STC staff coordinating all CBRNE programs and projects. The structure leverages the stakeholder membership across six sub-committees that focus on Bay Area CBRNE and STC SFBA PRND capability building and initiatives. The six sub-committees are listed below:

Bay Area UASI CBRNE and San Francisco Bay Area STC Sub Committees

<i>San Francisco Bay Area STC (PRND Mission)</i>	<i>Bay Area UASI (CBRNE Response Mission)</i>
1. Operations	5. Chemical – Biological
2. Information Sharing	6. High Yield Explosive
3. Equipment Fielding	
4. Training & Exercise	

II. Purpose & Schedule

The Bay Area UASI CBRNE and STC Work Group and related sub-committees are coordinated by the STC Regional Program Manager and/or the UASI CBRNE Regional Project Manager. The Work Group and Subcommittees support both the STC Program and the following Bay Area UASI Homeland Security Goals.

#	Supported Bay Area UASI Goals
2	Enhance Protection of Soft Targets*
10	Protect Critical Infrastructure and Key Resources
11	Enhance Elections Security*

**Designated as a National Priority Area*



Bay Area UASI Management Team

SFBA STC - CBRNE Work Group & Subcommittees

2023 Annual Plan

The Subcommittees/Work Groups meet as often as necessary, but no less than quarterly. The meetings are typically scheduled in advance of the STC Principal Partners and Approval Authority meetings. Meetings are scheduled to last no more than 2 hours. Between meetings, correspondence to work group members and subcommittees is coordinated by the STC Regional Program Manager, CBRNE Regional Project Manager and STC Administrative Assistant from the UASI Management Team.

III. National Priority Projects

The following are the National Priority Projects assigned to the STC and CBRNE Subcommittee for 2023-2024.

1. Continued deployment of CBRNE Real Time Analysis and Situational Awareness Tool (aka FirstWatch)
FY20 and FY21 CBRNE information collection and dissemination plan, and an automated Chemical Biological Radiological Nuclear and Explosive (CBRNE) threat detection, analysis, visualizations, mapping, and alert and warning system for the Bay Area's three urban counties and three core cities; as well as Northern California Regional Intelligence Center (NCRIC)
2. CBRNE Equipment, Training, & Exercises
Validate existing capabilities, augment local equipment to address emerging CBRNE threats, provide for the specific assessment of existing SPR target capabilities, and support local planning efforts across the entire urban area with full-scale exercise and deployment of instruments improve existing regional Type I & II hazardous materials response resources; as well as ballistic protection suits for EOD units.

IV. 2023-2024 Securing the Cities Activities

The STC Work Group/Subcommittees will track the 2023 Securing the Cities SFBA milestones, including the updating and implementation of STC SFBA Project Management Office plans, equipment fielding plans and equipment distribution, training, and exercise conduct. Validate existing capabilities, augment regional equipment to address emerging PRND threats, and support local planning efforts across the entire urban area with full-scale exercise and continued deployment of radiation detection equipment (PRD, RIID, BRD, mobile, & marine).

V. Coordination with the Bay Area Training and Exercise Program

In addition to coordinating required STC training with the Bay Area UASI Training and Exercise Program (BATEP), the STC Work Group and its subcommittees will promote and participate in BATEP training offerings.

Quarterly, or as requested, the BATEP staff will provide an update to the STC Work Group regarding the ongoing training and exercise activities being coordinated for the Bay Area and provide an opportunity for the work group to request training or exercise services that will address an unmet need.



Bay Area UASI Management Team Training & Exercise Work Group 2023 Annual Plan



I. UASI Work Group Definition

Bay Area UASI Work Groups are created by, and report to, the UASI General Manager for the purpose of making comprehensive assessments and recommendations that address risk reduction and increase capabilities on a regional basis.

Members of work groups participate in regional collaboration opportunities as well as provide subject matter expertise, jurisdictional perspectives, and input on project deliverables. As needed, UASI Work Groups serve as a forum to discuss and successfully accomplish National Priority Area objectives. National Priority Areas are annually set by the federal Department of Homeland Security. The UASI is required to invest a specified minimum amount of the overall grant to each National Priority Area.

Subcommittees are established to ensure appropriate representatives are participating on behalf of the 14 UASI jurisdictions and their relevant partners. The subcommittee structure allows for focused communications, subject matter contributions, and regional collaboration specific to project objectives.

II. Training & Exercise Work Group (TEWG) Purpose and Schedule

The Training and Exercise Work Group (TEWG), chaired by Matt Devine of the UASI Management Team, supports the following Bay Area UASI Homeland Security Goals.

#	Supported Bay Area UASI Goals
1	Enhance Information and Intelligence Sharing
2	Enhance the Protection of Soft Targets*
3	Enhance Cybersecurity*
4	Enhance Community Preparedness and Resilience*
5	Combating Domestic Violent Extremism*
6	Strengthen Emergency Communications Capabilities
7	Enhance Medical and Public Health Preparedness
8	Strengthen Information Sharing and Collaboration
9	Enhance Community Capabilities All-Hazards Incident Planning, Response & Recovery Capabilities
10	Protect Critical Infrastructure and Key Resources
11	Enhance Elections Security*

* Designated as a National Priority Area

The Training & Exercise Work Group is scheduled to meet 4 times during 2023. Additional meetings may be scheduled as necessary. Each meeting will last no more than 2 hours apart from the Integrated Preparedness Planning Workshop on September 21, 2023, which is scheduled for 3 hours. Between meetings, correspondence to Work Group members will be conducted via e-mail from the chairperson, BATEP Administrator, and automated correspondence from the BATEP.org website.

III. 2023 Activities

Through the Training & Exercise Work Group and its active subcommittees, Bay Area jurisdictions and partners have the opportunity to participate in and benefit from UASI investments.

The 14 UASI jurisdictions are encouraged to make clear to the Chairperson their lead points of contact for participation in each of the following subcommittees and/or activities:



Bay Area UASI Management Team Training & Exercise Work Group 2023 Annual Plan



- Coordination of training course offerings for the following public safety functional areas:
 - Fire Service
 - Law Enforcement
 - Emergency Management
 - Public Health / Emergency Medical Services
 - Community Preparedness
 - Cybersecurity
 - Public Information / Public Safety Communications
- Updating the Integrated Preparedness Plan (IPP) which outlines a three-year approach to offering training courses, exercise opportunities, and other preparedness activities across public safety disciplines and community preparedness organizations for Bay Area jurisdictions.
- Designing and conducting a region-wide, multi-disciplinary, multi-agency capabilities-based full-scale exercise (Golden Eagle) focused on Pandemic Preparedness. Designing and conducting a CBRNE Response Full-Scale Exercise.
- Designing and conducting a region-wide, multi-disciplinary, multi-agency capabilities-based tabletop exercise series (TTXs) focused on supply chain resilience.
- Designing and conducting a region-wide, multi-disciplinary, multi-agency capabilities-based Active Attacker Exercise Series.
- Designing and conducting Community Emergency Response Team (CERT) Exercises.

IV. Roles and Responsibilities

BATEP Staff are responsible for and oversee the following functions:

- **Program administration** including vendor selection, procurement, registration, and closeout for each training and exercise activity.
- **Transparent and inclusive engagement** through UASI work group meetings to ensure regional training needs are articulated, prioritized, and ranked according to need.
- **Partner coordination** to ensure successful delivery of training and exercise activities.
- **Fiscal management** based on prioritized allocation of funds.
- Ensure alignment to the identified gaps and capability targets in the Bay Area Threats and Hazards Identification and Risk Assessment / Stakeholder Preparedness Review.
- Monitor program statistics, timelines, and prepare reports as requested.

Members of the Work Group are expected to attend scheduled workgroup meetings to:

- Provide subject matter expertise and jurisdictional perspectives (including training and exercise needs, evolving trends in their field, and adult learning approaches)
- Coordinate appropriate participation by staff within their jurisdiction/organization for regional workshops, relevant trainings, exercises, and other events coordinated by this work group and its subcommittees
- Offer input to ensure relevant and quality outcomes
- Coordinate with BATEP on the delivery of training courses (serve as a host, ensure relevant stakeholders are aware of training courses, etc.)
- Coordinate with BATEP on exercise design, planning, conduct, and after-action reporting
- Regularly review training and exercise priorities

V. Future Focus Areas / Project Ideas

The following are focus areas for the Training and Exercise Work Group to consider approaching through regional coordination in future years:



Bay Area UASI Management Team Training & Exercise Work Group 2023 Annual Plan



- Develop a regional training and exercise calendar that is inclusive of relevant non-BATEP training and exercise opportunities.
- Continue to increase and diversify virtual course offerings in the COVID-19 pandemic environment.
- Forecast emerging trends to enhance training and exercise delivery.



To: Bay Area UASI Approval Authority
From: Janell Myhre, Regional Program Manager
Date: June 08, 2023
Re: Item 05: National Priority Project Progress Update

Staff Recommendation:

Discussion only.

Action or Discussion Item:

Discussion only.

Background

In the FY20 Notice of Funding Opportunity, FEMA established National Priority Areas (NPA) with required funding amounts. FEMA updated the focus of NPAs and required funding amounts for FY21, FY22, and FY23. All NPA projects must have a regional approach, be cost effective, and align with the Bay Area THIRA/SPR. Each year FEMA uses these requirements to conduct an Evaluation Effectiveness Review (EER) to approve the release of NPA funds.

The UASI Management Team uses input from the THIRA/SPR to support identification of National Priority Area projects (NPP) and works closely with Bay Area Subject Matter Experts (SMEs) and stakeholders to draft NPP details. Outreach to FEMA Technical Assistance representatives is conducted to review Bay Area NPP alignment with EER goals. During NPP development and execution, stakeholder engagement is conducted as early as possible and throughout all phases of the project to ensure effective project outcomes.

Discussion

This item provides a status update on Bay Area UASI National Priority Area projects. The FY20-23 National Priority Areas and funding requirements are summarized below, including a list of National Priority Projects and their related progress status in Tables 1-4.

Table 1: FY20 National Priority Project Progress

In FY20, FEMA requires a 20% investment of the UASI grant to be invested in four National Priority Areas (NPA). A 5% funding level is required for each NPA. Investments in elections security is required for a portion of the Soft Targets and Cybersecurity National Priority Areas.

All projects are in progress and deliverables are up to 90% complete.

FY20 National Priority Areas and Funding Requirements

National Priority Area	Required %	National Priority Area	Required %
Intelligence & Information Sharing	5%	Emergent Threats	5%
Soft Targets/Crowded Places	5%	Cybersecurity	5%

FY20 National Priority Project Progress

National Priority Area	Project Title	Total
Enhancing Intelligence and Information Sharing	First Watch – Pilot	\$1,550,650
Enhancing the Protections of Soft Targets/Crowded Places	1. Access and Functional Needs (AFN) Planning during Elections 2. Equipment for Elections Security - Mobile Barrier Trailer Kits	\$ 1,550,650
Addressing Emergent Threats	HazMat Decontamination and Equipment	\$ 1,550,650
Enhancing Cybersecurity	1. Cyber Navigator – Cyber Threat Analysis and Equipment 2. Cyber Training for Elections Security	\$ 1,550,650
Total FY20 National Priority Funding Allocation		\$ 6,202,600

Table 2: FY21 National Priority Project Progress

In FY21, FEMA requires a 30% investment of the UASI grant to be invested in five National Priority Areas (NPA). A 7.5% or 5% funding level is required for each NPA. Investments in building elections security capabilities is required for a portion of the Soft Targets and Cybersecurity National Priority Areas.

All projects are in progress and deliverables are up to 50% complete.

FY21 National Priority Areas and Funding Requirements

National Priority Area	Required %	National Priority Area	Required %
Intelligence & Information Sharing	5%	Emergent Threats	5%
Soft Targets/Crowded Places	5%	Domestic Violent Extremism	7.5%
Cybersecurity	7.5%		

FY21 National Priority Project Progress

National Priority Area	Project Title	Total
Enhancing Intelligence and Information Sharing	Fusion Center Organization	\$ 1,528,125
Enhancing the Protections of Soft Targets/Crowded Places	High Yield Explosives (HYE) Canine Teams - Planning, Equipment and Training	\$ 1,561,938
Addressing Emergent Threats	First Watch - Bay Area Expansion	\$ 1,528,125
Enhancing Cybersecurity	Virtual Security Operations Center (VSOC) Planning, Training, and Equipment	\$ 2,469,901
Combatting Domestic Violent Extremism	Crime Gun Intelligence, DVE Awareness Training and upstream interventions	\$ 2,326,001
Total FY21 National Priority Funding Allocation		\$ 9,414,090

Table 3: FY22 National Priority Project Progress

In FY22, FEMA requires a 30% investment of the UASI grant to be invested in up to six National Priority Areas (NPA). Four NPAs are required to be funded at 3% each, for a total 12% investment. The remaining 18% may be allocated throughout all six eligible NPAs.

All projects are in the project planning or procurement phases and deliverables are on target for completion by mid-2024.

FY22 National Priority Areas and Funding Requirements

National Priority Area	Required %	National Priority Area	Required %
Intelligence & Information Sharing	3%	Community Preparedness and Resilience	3%
Soft Targets/Crowded Places	3%	Domestic Violent Extremism	3%
Elections Security	0	Cybersecurity	0

FY22 National Priority Project Progress

National Priority Area	Project Title	Total
Enhancing Intelligence and Information Sharing	Fusion Center Organization	\$ 3,312,418
Enhancing the Protections of Soft Targets/Crowded Places	CBRNE Multi-Agency Training and Exercise	\$ 905,848
Enhancing Community Preparedness and Resilience	Community & Teen CERT and Stop the Bleed Equipment, Training, Exercise	\$ 2,406,963
Combatting Domestic Violent Extremism	School Threat Assessment Tools Anonymous School Tip Line Student Film Contest	\$ 2,133,251
Enhancing Cybersecurity	Cyber Emergency Response Training	\$ 300,000
Total FY22 National Priority Funding Allocation		\$ 9,058,480

Table 4: FY23 National Priority Project Progress

In FY23, FEMA requires a 30% investment of the UASI grant to be invested in up to six National Priority Areas (NPA). Five NPAs are required to be funded at 3% each, for a total 15% investment. The remaining 15% may be allocated throughout all six eligible NPAs.

The following projects were approved at the March 09, 2023 Approval Authority meeting and submitted to FEMA on May 18, 2023. All projects are currently under FEMA Effectiveness Evaluation Review.

FY23 National Priority Areas and Funding Requirements

National Priority Area	Required %	National Priority Area	Required %
Intelligence & Information Sharing	3%	Community Preparedness and Resilience	3%
Soft Targets/Crowded Places	3%	Domestic Violent Extremism	3%
Elections Security	3%	Cybersecurity	0

FY23 National Priority Project Progress

National Priority Area	Project Title	Total
Enhancing Intelligence and Information Sharing	Fusion Center Organization	\$ 3,105,942
Enhancing Elections Security	Expansion of Equipment for Elections Security - Mobile Barrier Trailer Kits	\$ 892,260
Enhancing the Protections of Soft Targets/Crowded Places	Updated equipment required for CalOES / FIRESCOPE HazMat and High Yield Explosive team "typing"	\$ 892,260
Enhancing Community Preparation and Resilience	1. Community Based Organization Technical Assistance in resilience planning, training, equipment, including CERT and Stop the Bleed 2. Community Crisis Communications coordination in underserved populations	\$ 1,936,808
Combatting Domestic Violent Extremism	Violence Prevention training and programs for communities, schools, behavioral health practitioners, and underserved communities	\$ 1,936,808
Enhancing Cybersecurity	Cyber Security Training	\$ 158,524
Total FY23 National Priority Funding Allocation		\$ 8,922,603



To: Bay Area UASI Approval Authority
From: Molly Giesen-Fields, Regional Grants Manager
Date: June 8, 2023
Re: Item 6: FY24-FY25 Proposal Guidance

Staff Recommendation:

Approve the FY24-FY25 Proposal Guidance

Action or Discussion Items:

Action

Discussion:

The Management Team is pleased to present the Project Proposal Guidance for the FY24-FY25 UASI funding cycle. This document contains all requirements and procedures for the FY24-FY25 sub-recipient grant application, national priority projects, review, and approval process.

The timeline and general approach to the process is consistent with the prior two-year grant proposal cycle. The proposal submission period begins in mid-September 2023, hub meetings are in January 2024, and Approval Authority final approval of funded projects is planned for March 2024. The FY24-FY25 Proposal Guidance includes information on submission, criteria, and roles and responsibilities; a summary timeline; and allowable spending guidelines. The Management Team welcomes feedback and suggestions concerning the proposal process.

Updated materials:

- ***Continued Format:*** Continuing the FY22 simplified Proposal Guidance document format, the main document includes basic information with appendices that provide additional information: Preparing the Application, a List of Allowable Costs, and National Priority Area Guidelines.
- ***National Priority Areas (NPA):*** DHS increased the number of NPA's from 5 in FY22 to 6 in FY23. The required allocation percentage of these projects remains at 30%. For the purposes of this document, we will use the existing 6 NPA and the 30% requirement (subject to change by DHS).
- ***Working Groups and UASI Goals:*** This document contains the revised table indicating how our Work Groups align with our Bay Area UASI Homeland Security Goals and, in turn, align with the State's Investment Justification process.

- **Sustainment projects:** Because the NCRIC and Information Sharing Projects have been assigned to a National Priority Project, the only Sustainment Project is the regional Bay Area Training and Exercise Project (BATEP).
- **Core City:** Funding allocations for Core City projects remains the same as FY23.
- **Hub Projects:** Beginning in FY22, hub project allocations moved to a 2-year funding cycle. For projection purposes, the funding amount allocated to each hub includes double the amount of FY23 funding (for grant years FY24 and FY25). Hubs are urged to begin planning early. Please see pages 5-6 of the Proposal Guidance for more information.

Highlights and Reminders:

- **Notifications:** The Management Team uses multiple distribution networks to provide information about our proposal process. However, due to the size and complexity of the Bay Area UASI region, we recommend that county and core city leadership be responsible for distributing notification emails regarding UASI project proposal information to their cities/agencies.
- **Internal Vetting:** We encourage Approval Authority Members to undertake an internal vetting process within their hub to identify which proposals should be submitted for UASI funding. Counties often combine such UASI proposal vetting with decision-making on their SHSP allocation, and/or agree to divide and share specific percentages of the overall allocation amount in advance.
- **Proposal Review:** Approval Authority Members will be able to review their jurisdictions' proposals from November 8-21, 2023. Members may remove proposals from consideration during this time and would be responsible to inform the proposers of their decision to do so.
- **Hub Voting Members:** Again for this year, Hub Voting members are limited to 1-3 members for each Approval Authority member. Additional members may be selected and are welcome to attend the hub meetings in an advisory capacity.



**Project Proposal Guidance
for Fiscal Year 2024 - 2025**

For approval by the Approval Authority June 08, 2023

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APPENDIX A – NATIONAL PRIORITY AREA PROJECTS

APPENDIX B – HOW TO WRITE YOUR APPLICATION

APPENDIX C – LIST OF ALLOWABLE COSTS

This guidance provides an overview of the process and requirements for applying for funds through the Bay Area UASI for the FY24 and FY25 grant years. Please note that this guidance remains interim until the Department of Homeland Security (DHS) releases the FY24 Notice Of Funding Opportunity (NOFO). This guidance does not include the updated rules governing allowable expenses under the UASI grant for FY24.

Section 1. UASI Grant Program Overview

The Bay Area UASI Grant Program provides regional funding through a Homeland Security Grant Program (HSGP) award from the Department of Homeland Security (DHS) that is designed to assist high-threat, high-density Urban Areas in efforts to build, sustain, and deliver the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

Section 2. Grant Planning Process

Each year, planning efforts for the Bay Area UASI grant program begin before the release of grant funds. These efforts combine the requirements of the Notice of Funding Opportunity (NOFO) with the Bay Area Threat and Hazard Identification and Risk Assessment/Stakeholder Preparedness Review (THIRA/SPR).

Grant Funding

Grant funding amounts are based upon the preceding year's award (e.g., the FY 23 award amounts will be used for planning the FY 24 funding amounts). The Bay Area UASI conducts a project proposal process where agencies are required to submit applications into the online WebGrants system. (See pg. 6). While the previous year's funding amounts are used for planning purposes, the actual award amount may be different.

Grant Award

The HSGP grant is initially awarded to Cal OES as the grantee; and thereafter funds are allocated to the Bay Area UASI (BAUASI), as a sub-grantee. The BAUASI receives a net award after CalOES subtracts a percentage (up to 20%) for their Management & Administration. For FY23 CalOES's percentage is 18.5%. Within the net award, the BAUASI determines funding allocations through a four-tiered process.

Grant Allocation Process

The grant allocation process consists of a four-tiered process:

- First, priority is given to meet the directives of the Notice of Funding Opportunity (NOFO). In UASI FY 2023, DHS required allocating 30% of the funding award to six National Priority Area projects. (See Section 4)
- Second, an allocation of \$1 million each is awarded to the Bay Area UASI core cities of Oakland, San Francisco, and San Jose. (See Section 5)
- Third, an allocation is made to the regional Sustainment program: Bay Area Training and Exercise Program (BATEP).

- Fourth, after meeting all NOFO requirements, allocations are granted to the four (4) Hubs. To receive these funds, eligible agencies must submit project proposals into the online WebGrants system. (See Section 7)

Section 3. Project Proposal Criteria

As described in Section 2, agencies seeking Hub funding may identify and propose eligible projects. Certain compliance criteria, identified by federal grant guidelines, must be met. All Hub-submitted project proposals must meet the following criteria:

- Have a clear “nexus to terrorism,” – i.e., the proposal must specify how the activities will support preventing, preparing for, protecting against, and responding to terrorist incidents
- Directly benefit at least two operational areas within the respective hub
- Support at least one of the region’s homeland security goals (see Section 9)
- Include only allowable expenses under UASI grant guidelines (See Appendix C)
- Describe how the proposed investment supports closing gaps or sustaining capacity in one or more of the 32 core capabilities.

In addition, proposals may only be submitted by a local government agency within the twelve-county Bay Area UASI footprint and must have approval of the relevant department head. Community-based and nonprofit groups must submit proposals through a government sponsor/partner.

The person submitting the form must be the person who will be primarily responsible for implementing the project (“Project Lead.”) This same person is also required to either attend the proposal kick off meeting on Thursday September 14, 2023, or listen to the webinar version on the UASI website (www.bayareauasi.org) prior to submitting the project proposal.

Section 4. National Priority Project Funding

In FY 23, DHS required the funding of 6 National Priority Areas, as follows:

- Enhancing the protection of soft targets/crowded places – 3%
- Enhancing information and intelligence sharing and analysis – 3%
- Combating domestic violent extremism – 3%
- Enhancing cybersecurity – no minimum percent
- Enhancing community preparedness and resilience – 3%
- Enhancing election security – 3%

The total amount of required FY23 funding for the six Areas amounted to \$8,922,603. Five of the six eligible National Priority Areas (NPA) are required to be funded at 3% minimum (\$892,260) each for a total of 15% (\$4,461,300), providing flexibility in planning for the remaining 15% (\$4,461,303) per identified gaps and input from subject matter experts.

National Priority Area projects are reviewed by DHS for risk and effectiveness. Projects not meeting the effectiveness criteria remain unfunded and on hold until the effectiveness of the proposed project(s) is reviewed and confirmed by DHS.

National Priority Area projects:

All potential National Priority Area (NPA) projects are reviewed, discussed, and developed with input from BAUASI work group members and local, state, and/or national subject matter experts. Gaps identified in the Bay Area UASI THIRA/SPR, input from FEMA Technical Assistance representatives, and BATEP After Action Reports are also used to ensure National Priority Area funds are invested effectively.

- The UASI Management Team will identify potential NPA projects and meet with related work groups and subject matter experts to review and discuss project outcomes for feasibility and effectiveness.
- Members of the work group may also suggest ideas for NPA projects that fall within grant requirements (See Appendix A)
- Project summaries will be presented to the Approval Authority for their review and approval (estimated March 2024 Approval Authority meeting).
- Project concepts that are approved by the Approval Authority and meet the FY 2024 NOFO guidance will be drafted in further detail for submission to CalOES during the grant application process.
- The BAUASI Management Team will act as the project lead on most NPA projects seeking support from Bay Area stakeholders as needed.
- All NPA projects are reviewed separately by FEMA for effectiveness.

See Appendix A for details on the required risk and effectiveness criteria per DHS.

Section 5. Core City Funding

Each year, the Bay Area UASI funds the three cities of Oakland, San Francisco, and San Jose with “core city” funds. Each city receives \$1,000,000. Core city project applications are submitted in WebGrants as a “core city” project. The following requirements must be followed:

- Have a clear “nexus to terrorism,” i.e., the proposal must specify how the activities will support preparedness for terrorist incidents
- Support at least one of the region’s homeland security goals (see Section 9)

- Include only allowable expenses under UASI grant guidelines (See Appendix C)
- Describe how the proposed investment supports closing gaps or sustaining capacity in one or more of the 32 core capabilities.

Section 6. Sustainment Funding

Because DHS mandated the assignment of the Fusion Center and Information Sharing Projects as one of the National Priority Area projects, at the direction of the Approval Authority, only one Sustainment Project, the Bay Area Training and Exercise Program (BATEP), will be funded by the FY 24 UASI grant program.

All requests or proposals for training courses should be submitted through the Training and Exercise Work Group (TEWG) and are ineligible for submission via WebGrants. Please contact Corinne Bartshire for more information about the TEWG at corinne.bartshire@sfgov.org

Section 7. Hub Funding

The Bay Area is divided into four (4) geographic areas or Hubs. Project proposals requesting funds from the Hub allocations will be designated as either a “North, South, East, or West” Hub project. As stated above, until the FY23 grant award is announced, the Bay Area UASI will operate under the assumption that the FY24 funding will be equal to the amount awarded in FY23. For reference, below please find the FY23 UASI Hub allocations.

FY 23 UASI Hub Allocations

East Hub	\$1,476,471
North Hub	\$ 532,317
South Hub	\$1,593,291
West Hub	\$2,791,402

2 Year Funding Cycle

Each year, the amount of funding requested vastly exceeds the amount of funding available. In order to increase efficiency and provide an opportunity for Hubs to plan for larger projects that may exceed the 14-month project performance period, the UASI Management Team established a 2-year funding cycle. Project proposals reflecting the FY24-FY25 periods of performance will be accepted via WebGrants during September 15 – October 6, 2023.

The funding amount of all projects submitted within each Hub may only exceed the 2-year anticipated allocation amount to the Hub by 10%. This additional 10% will act as a contingency

in case of funding increases. The amounts below reflect two times the amount of the FY 23 allocation of the FY23 allocation as a contingency. Please note that UASI allocations have decreased for two consecutive funding cycles (FY22 and FY23).

FY24-FY25 UASI Hub Allocations

East Hub	\$ 2,952,942
North Hub	\$ 1,064,634
South Hub	\$ 3,186,582
West Hub	\$ 5,582,804

Hubs are strongly encouraged to meet prior to the kick-off meeting in September to discuss the submission of projects so they do not exceed the above listed FY 24-25 Hub allocation amount. Please see Section 11 below for the discussion of project prioritization.

Section 8. Developing and Submitting Proposals

FY 24 UASI proposals for core city or hub funding must be submitted through the WebGrants system between Friday, September 15 and Friday, October 6, 2023. All proposals must be submitted by 5pm on Friday, October 6. Late proposals will be ineligible.

Kick off Meeting:

All persons submitting FY 24 proposals are required to either attend the FY 24 proposal kick off workshop/webinar on Thursday, September 14, 2023, or review the webinar prior to submitting a proposal (available at www.bayareauasi.org).

Please note: While the Management Team will notify our primary stakeholders of the kickoff meeting, ultimately, county and core city leadership are responsible for distributing notification emails regarding UASI project proposal information to a wider audience within their cities and agencies.

Drafting your proposal:

All proposals must include a brief description of the project and requested funding amount. Additionally, proposers must determine which Goal and Core Capability their project helps address. Attached as Appendix B is a guide to the drafting of proposals (investment justification). Table 1 in the document provides a list of investments by number, the Bay Area UASI Goal, and the appropriate UASI Core Capability. The appendix also provides further descriptions and project ideas that may be eligible within each investment area.

WebGrants System:

All proposals must be submitted through WebGrants. The Management Team will offer training on using the system for submitting proposals at the Thursday September 14 proposal kick off workshop/webinar.

Hubs exceeding the allocation amount:

The UASI Management Team will monitor the hub applications during the application period. Should the total amount of the submitted projects exceed the total amount identified in Section 7, staff will notify the appropriate Approval Authority member(s) for their guidance.

Additional information:

Local Jurisdiction Internal Vetting:

It is strongly recommended that Bay Area UASI jurisdictions and/or Hub Voting members conduct their own internal vetting process to identify which proposals should be submitted for UASI funding. With a two-year funding cycle, it is important that hubs meet to make some pre-determinations about the type of projects they want to submit. For example, some hubs divide allocations by an agreed upon percentage (e.g., a 60/40 split across two counties) and some hubs meet to discuss and determine a spending plan based on specific project allocations.

Counties sometimes conduct UASI project vetting along with their State Homeland Security Program (SHSP) decision-making processes. While this vetting is the responsibility of each jurisdiction, the Management Team is available upon request to assist jurisdictions in facilitating their internal vetting processes.

Management Team Support:

Management Team staff is available to answer questions and provide support on compliance, proposal criteria, and using the WebGrants system. All proposers are urged to seek Management Team staff assistance in order to submit timely and compliant proposals. Please contact Molly.Giesen-Fields@sfgov.org with any questions.

Proposals for Staff Positions:

Funding requests for any staff position must be submitted as an individual proposal. Multiple positions may not be bundled within one proposal nor can positions be combined with other funding uses (e.g., equipment, training) within one proposal. Please also note that all staff positions are limited to a maximum performance period of 14 months for each grant year. Due to the 2-year budget cycle, the amount requested in the proposal may now reflect two (2) 14-month periods (one period for each grant year).

Support of THIRA and SPR process:

As stated above, the Department of Homeland Security (DHS) requires that the region submit a Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) on an annual basis. The SPR is a self-assessment of the region’s current capability levels against the targets identified in the THIRA. All UASI grant recipients are required to participate in the THIRA/SPR process.

All projects (i.e., core city, Hub, or National Priority Area) shall describe how the proposed investment supports closing capability gaps or sustaining capabilities identified in the THIRA/SPR process. More detail is provided in Appendix B- “Bay Area UASI FY 2024 Guidance for Writing Your Grant Application”.

Section 9. Role of the Work Group

The Bay Area UASI encourages subject matter experts to discuss potential National Priority Area projects within Bay Area UASI work groups. Work group meetings are open to all governmental agencies within the twelve-county footprint of the Bay Area UASI. They meet on a monthly or quarterly basis and are chaired by project managers from the UASI Management Team. Approval Authority members should ensure their jurisdictions are represented in work groups for optimum inclusion in UASI project discussions. Each work group aligns with Bay Area UASI Homeland Security Goals which align to California’s Investment Justification process.

The work groups and their areas of responsibility for FY 24 are:

Investment	Bay Area UASI Work/Focus Group	Homeland Security Goal
1	NCRIC	National Priority Area: Enhance Info & Intelligence Sharing
2	STC Committee / Chemical Biological Radiological Nuclear Explosive (CBRNE)	National Priority Area: Enhance the Protection of Soft Targets
3	Cybersecurity	National Priority Area: Enhance Cybersecurity
4	Community Preparedness and Resilience	National Priority Area: Enhance Community Preparedness and Resilience
5	NCRIC	National Priority Area: Combating Domestic Violent Extremism

6	Public Information and Warning	Strengthen Emergency Communications Capabilities
7	Medical and Public Health	Enhance Medical and Public Health Preparedness
8	Public Safety Information Sharing	Strengthen Information Sharing and Collaboration
9	Emergency Management	Enhance All-Hazards Incident Planning, Response & Recovery Capabilities
10	STC Committee / CBRNE	Protect Critical Infrastructure and Key Resources
11	STC Committee / CBRNE	Enhance Elections Security
1-11	Training and Exercise Risk Management	All Goal Areas

Please contact Molly Giesen-Fields, Regional Grants Manager, at Molly.Giesen-Fields@sfgov.org for information on work groups and their meeting schedules.

Section 10. Proposal Review Process

On October 9, 2023, the Management Team will begin reviewing all submitted project proposals for compliance with the project proposal criteria (see Section 3). Project proposals that do not meet the criteria will be ineligible and will be removed from further consideration for funding.

The Management Team will also undertake a financial and programmatic review of all proposals. Proposers may be contacted to correct errors and resubmit proposals, and/or the Management Team may make such corrections and notify the proposers. Projects with outcomes that may be funded through the Bay Area UASI Training and Exercise Program, National Priority Area projects, the Regional Catastrophic Preparedness Grant Program (RCPGP), the San Francisco Bay Area Securing the Cities (STC), or the Targeting Violence and Terrorism Prevention (TVTP) programs, will be reviewed by the appropriate Program Manager to ensure alignment with Bay Area UASI goals. The Management Team will contact the project lead to determine whether a project submission should be revised, eliminated, or moved to another grant funded program. If a hub exceeds their allocated amount, the Management Team will contact the appropriate Approval Authority member for guidance on reducing either the number of projects or the amount of some of the projects.

The Management Team will share proposals with Approval Authority members for review in November and then with hub voting members in December 2023. See Section 11 below for more details on the hub and other review processes, as well as Section 13 for the summary timeline.

Section 11. Role of Hub Voting Members

The Bay Area UASI utilizes a hub proposal prioritization process to prioritize projects within the grant allocation for hubs. Hubs are based on the geographical location of agencies grouped by county in four sectors of the Bay Area - North, East, South and West (see map on page 10).

Hub Composition:

In the fall, the Management Team will ask each Approval Authority member to assign one (1) to three (3) people to represent his or her county/core city in the hub proposal prioritization process. Please note that the Approval Authority members may make other arrangements for representation at hub meetings, provided that this is the agreement of all the Approval Authority members representing those counties/core cities of the hub in question. Hub representatives are referred to as “Hub voting members.” Approval Authority members are urged to appoint representatives to serve as hub voting members that represent various agencies and subject matter expertise.

Preparations for Hub Prioritization:

On December 11, 2023, the Management Team will provide each hub voting member with all submitted proposals that meet the project criteria (per Section 3) and that have been confirmed by the corresponding jurisdiction’s Approval Authority member. Hub voting members should become familiar with all hub proposed projects prior to the hub meeting and come to the hub meeting prepared to discuss project submissions with other hub voting members. The Management Team is available to assist hub voting members with any questions or concerns, including arranging information from regional subject matter experts in advance of the hub deliberations.

Proposal Prioritization Process:

The Management Team will convene hub prioritization meetings in January 2024. The goal of each hub meeting is to create a list of projects, in order of priority, during the two-year grant cycle. As described above, the amount of available funding for each individual hub is based on double the amount of funding of the previous year’s awarded allocation plus a 10% contingency (see Section 7 for these amounts).

Each hub will develop a list of these prioritized projects based on regional need and local capabilities. Hubs may also designate other criteria as mutually agreed upon (e.g., provides scalable solutions, leverages other funding sources, and benefits the most operational areas.) Ideally, these projects will be prioritized by agreement of all the members. However, if necessary, a vote may be taken.

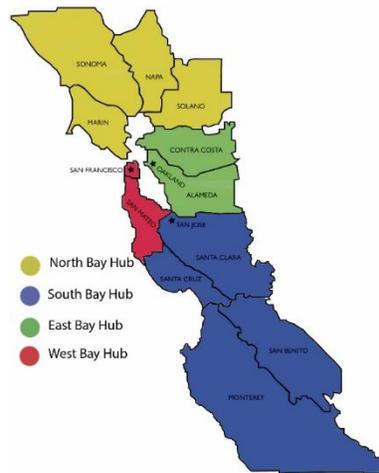
Since all projects will be prioritized with the two-year funding cycle in mind, the concept of “above the line” and “below the line” projects, is being eliminated. All projects will be prioritized and will be undertaken in order of priority as funding for FY24 or FY 25 allows. If a hub (or hubs) exceeds the amount allocated in Section 7, as discussed in Section 8, Approval Authority members will be tasked with identifying the removal of projects until the allocated amount is reached. The remaining projects will then be prioritized during the hub prioritization meetings in January 2024.

Modifications to Proposals:

Hub voting members may make modifications to proposals during their deliberations with the agreement of the original project proposers, as long as these modifications are consistent with the original goals of the project. Recognizing that the discussion of needs at the hub level may generate new ideas and opportunities for cooperation, in special circumstances hubs may also propose new projects with the approval of the Bay Area UASI General Manager and the relevant Approval Authority members. Such projects must meet all the project criteria presented in Section 3.

Facilitation of Hub Meetings:

All four hubs will have decision-making meetings coordinated, facilitated, and led by UASI Management Team staff members during January 2024.



Section 12. Role of the Approval Authority

The following is a summary of key actions, responsibilities, and decision-points for Approval Authority members in the FY24 proposal process:

- **Work Groups:** Approval Authority members should ensure that their jurisdictions are represented on Bay Area UASI work groups (see Section 9, Role of the Work Groups).

- **Hub Voting Members:** Approval Authority members should designate 1-3 hub voting members to participate in hub meetings. The Management Team will solicit this information from members in the fall of 2023. (See Section 11, Role of Hub Voting members).
- **Proposal Compliance:** Approval Authority members should ensure that those submitting FY 24-25 proposals attend the proposal kick off meeting on Thursday, September 14 or review the webinar online at www.bayareauasi.org. All proposers are required to attend/view the presentation. (See Section 3, Proposal Criteria and Section 8, Developing and Submitting Proposals, for more information).
- **Proposal Review:** Approval Authority members will have the opportunity to review their jurisdictions' proposals from November 8-22, 2023. The member may remove a hub project from consideration by notification to the Management Team and the proposer.
- **Approve National Priority Area projects:** Approval Authority members will approve the list of all National Priority Project proposals. This will occur at the March 14, 2024 Approval Authority meeting or as soon as possible following DHS's issuance of the FY 24 Homeland Security Grant Program Notice of Funding Opportunity (NOFO).
- **Approve All Other Projects:** Approval Authority members will review/approve all hub projects recommended by hub voting members. This will take place at the March 14, 2024, Approval Authority meeting or as soon as possible following DHS's issuance of the Homeland Security Grant Program Notice of Funding Opportunity (NOFO).
- **Approve Grant Allocations:** Approval Authority members will approve allocation amounts among the categories of core city allocation and the two-year spending cycle of projects for the hub projects. This action will take place at the next Approval Authority meeting following DHS's issuance of the NOFO, estimated to be the March 14, 2024 Approval Authority meeting.

Section 13. Summary Timeline

WHO	WHAT	WHEN	DESCRIPTION
Approval Authority	Proposal Guidance approval	June 8, 2023	UASI Approval Authority approves FY24-25 Proposal Guidance
Management Team	Outreach	June-July 2023	Management Team sends the FY24 project proposal guidance to UASI stakeholders
UASI Work Groups	Proposal discussions	June - September 2023	Work groups discuss regional gaps and priorities and provide input to potential National Priority Area projects
Management Team	Kick off workshop and webinar	September 14, 2023	This meeting/webinar reviews project submission protocols and is required for all those submitting proposals.
UASI Stakeholders	Proposal submissions	September 15 – October 6, 2023	UASI stakeholders submit proposals through the WebGrants system.
Management Team	Compliance review	October 9 – November 3, 2023	Management Team reviews proposals and checks for compliance.
Approval Authority	Proposal review	November 8 – 22, 2023	Review period for Approval Authority members.
Hubs	Proposal review	December 11, 2023	Management Team sends proposals to hub voting members for review.
Hubs	Prioritize	January 2024	Hubs meet on specific days in January 2024 and prioritize all projects.
Approval Authority	Approve sustainment project	January 11, 2024	Existing sustainment project proposal presented to the Approval Authority.
Approval Authority	Approve	March 14, 2022 (estimate)	Approval Authority approves Hub, Core City, and National Priority Area projects as well as FY24 allocations.

APPENDIX A

Bay Area UASI FY 2024 - FY25

National Priority Area

Guidance



Introduction

In FY 2023, DHS identified six priority areas of national concern and determined that these priorities should be addressed by allocating specific percentages of HSGP funds to them. The total amount allocated for these six national priorities totaled 30% of the grant award.

Application process

In the FY 24 application, a separate investment for each of the six national priority areas identified in the Notice of Funding Opportunity (NOFO) is required. In FY 23, these projects included: Enhancing cybersecurity; Enhancing the protection of soft targets/crowded places; Enhancing information and intelligence sharing; Enhancing Community Preparedness and Resilience, including partnerships with volunteers and community-based organizations and programs; Combating domestic violent extremism; and Enhancing Election Security. Five of the six investments have a 3% percent allocation requirement, with Cybersecurity not having a minimum investment allocation threshold.

Failure by a recipient to propose investments and projects that align with the six priority areas and spending requirements will result in a recipient having a portion of their SHSP and UASI funds (up to 30 percent) placed on hold until they provide projects that sufficiently align to the National Priority Areas, and total at least the minimum percentage identified above of total SHSP and UASI funds per National Priority Area.

The remaining 70 percent of the Bay Area's funding must be applied to gaps identified through the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process.

Likewise, there are several enduring security needs that crosscut the homeland security enterprise to which recipients should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:

- 1) Effective planning¹;
- 2) Training and awareness campaigns;
- 3) Equipment and capital projects; and
- 4) Exercises.

The National Priority projects, the appropriate Core Capability, and sample projects are listed in Table 1 below:

¹ Including assessment of critical infrastructure system vulnerabilities and plans to reduce consequences of disruptions, using the Infrastructure Resilience Planning Framework and Regional Resiliency Assessment Methodology produced by the Cybersecurity and Infrastructure Security Agency

Table 1

FY 2023 UASI National Priority Funding Projects

National Priorities	Core Capabilities	Sample Project Types
Enhancing Cybersecurity	<ul style="list-style-type: none"> • Cybersecurity • Intelligence and information sharing • Planning • Public Information and warning • Operational coordination • Screening, search, and detection • Access control and identity verification • Supply chain integrity and security • Risk management for protection programs and activities • Long-term vulnerability reduction • Situational assessment • Infrastructure systems • Operational communications 	<ul style="list-style-type: none"> • Cybersecurity risk assessments • Migrating online services to “.gov” internet domain • Projects that address vulnerabilities identified in cybersecurity risk assessments <ul style="list-style-type: none"> ○ Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA) ○ Cybersecurity Training and Planning
Enhancing the Protection of Soft Targets/ Crowded Places	<ul style="list-style-type: none"> • Operational coordination • Public information and warning • Intelligence and information sharing • Interdiction and disruption • Screening, search, and detection • Access control and identity verification • Physical protective measures • Risk management for protection programs and activities 	<ul style="list-style-type: none"> • Operational overtime • Unmanned aircraft system detection technologies • Physical security enhancements <ul style="list-style-type: none"> ○ Close-circuit television (CCTV) security cameras ○ Security screening equipment for people and baggage ○ Lighting ○ Access controls ○ Fencing, gates, barriers, etc.

<p>Enhancing information and intelligence sharing and analysis</p>	<ul style="list-style-type: none"> • Intelligence and information sharing • Interdiction and disruption • Planning • Public information and warning • Operational coordination • Risk management for protection programs and activities 	<ul style="list-style-type: none"> • Fusion center operations (Fusion Center project will be required under this investment, no longer as a stand-alone investment) • Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities • Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation • Identification, assessment, and reporting of threats of violence • Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS
<p>Combating Domestic Violent Extremism</p>	<ul style="list-style-type: none"> • Interdiction and disruption • Screening, search and detection • Physical protective measures • Intelligence and information sharing • Planning • Public information and warning • Operational coordination • Risk management for protection programs and activities 	<ul style="list-style-type: none"> • Open source analysis of misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats • Sharing and leveraging intelligence and information, including open source analysis • Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists • Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization • Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism
<p>Enhancing Community Preparedness and Resilience, including</p>	<ul style="list-style-type: none"> • Planning • Public Information and Warning • Community Resilience 	<ul style="list-style-type: none"> • Establish, train, and maintain Community Emergency Response Teams (CERT) and Teen CERT, with a focus on historically underserved communities, including procurement of appropriate tools,

<p>partnerships with volunteers and community-based organizations and programs</p>	<ul style="list-style-type: none"> • Risk Management for • Protection Programs and Activities • Mass Care Services • Intelligence and Information Sharing • Risk and Disaster Resilience Assessment • Long Term Vulnerability Reduction 	<p>equipment and training aids</p> <ul style="list-style-type: none"> • Local delivery of CERT Train-the-Trainer and CERT Program Manager to build local program training and maintenance capability • Provide continuity training, such as FEMA’s Organizations Preparing for Emergency Needs training to faith-based organizations, local businesses, and community-based organizations such as homeless shelters, food pantries, nonprofit medical providers and senior care facilities to bolster their resilience to all hazards • Partner with local school districts to deliver the Student Tools for Emergency Planning curriculum or other educational programming to guide students on how to create emergency kits and family communications plans • Partner with key stakeholders to assist with completing the Emergency Financial First Aid Kit or a similar tool to bolster the disaster centric financial resilience of individuals and households • Execute <i>You are the Help Until the Help Arrives</i> workshops in concert with community-based organizations to bolster individual preparedness • Target youth preparedness using FEMA programing such as Prepare with Pedro resources and Ready2Help • Promote community planning, coordination, and integration of children’s needs during emergencies through workshops like FEMA’s Integrating the Needs of Children • Community Mapping: identify community resources and characteristics in order to identify gaps in resources, identify hazards and vulnerabilities, and inform action to promote resilience • Provide training and awareness programs with key stakeholders (e.g., through social media, community and civic organizations) to educate the public on misinformation and disinformation
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		<p>campaigns to increase individual and community resilience.</p> <ul style="list-style-type: none"> • Support integrated and cross-jurisdictional preparedness planning that considers how the community develops networks of information-sharing and collaboration among community-based organizations and government institutions to enable a quicker recovery from multiple threats, including terrorist actions.
Enhancing Elections Security	<ul style="list-style-type: none"> • Cybersecurity • Intelligence and information sharing • Planning • Long-term vulnerability reduction • Situational assessment • Infrastructure systems • Operational coordination • Community resilience 	<ul style="list-style-type: none"> • Physical security planning support • Physical/site security measures – e.g., locks, shatter proof glass, alarms, access controls, etc. • General election security navigator support • Cyber navigator support • Cybersecurity risk assessments, training, and planning • Projects that address vulnerabilities identified in cybersecurity risk assessments • Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection • Distributed Denial of Service protection • Migrating online services to the “.gov” internet domain • Online harassment and targeting prevention services • Public awareness/preparedness campaigns discussing election security and integrity measures

Projects must demonstrate:

- Support terrorism preparedness;
- Support closing capability gaps or sustaining capabilities identified in the community’s THIRA/SPR process; and
- Support the overcoming of existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional, and nonprofit partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation.

Projects must explain:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

Review and Evaluation Process

FEMA will evaluate the applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments, utilizing the following criteria:

- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the three-year period of performance. FEMA will use the information provided in the application and after the submission of the first BSIR to determine the feasibility and effectiveness of a grant project. To that end, IJs should include:

- How the proposed investment addresses the National Priority Area;
- An explanation of how the proposed projects were selected and will achieve objectives and strategies to build or sustain the core capability gaps identified in the SPR, including expected long-term impact where applicable; and
- A summary of the collaboration efforts to prevent, prepare for, protect against, and respond to acts of terrorism as well as anticipated outcomes of the project.

Project Scoring

Four factors will be used in FEMA's review of the projects:

1. **Investment Strategy:** Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.
2. **Budget:** Proposals will be evaluated based on the extent to which applicants describe a budget plan for the investment by demonstrating how the applicant will maximize cost effectiveness of grant expenditures.

3. Impact/Outcomes: Proposals will be evaluated on how this investment helps the jurisdiction close capability gaps identified in its Stakeholder Preparedness Review and addresses national priorities outlined in the FY 23 NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.
4. Past Performance (additional consideration): Proposals will be evaluated based on the applicants demonstrated capability to execute the proposed investments. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

Review and Selection Process

All national priority investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria found in the NOFO.

Information Sharing and Cooperation Investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

All other proposed investments not associated with a required investment justification will undergo a Federal review by DHS/FEMA to verify compliance with all administrative and eligibility criteria identified in the NOFO.

APPENDIX B

Bay Area UASI FY 2024-25 Guidance for Writing Your Grant Application



INTRODUCTION

The purpose of this guidance is to assist in developing and writing project proposals (investment justifications), and aligning them with the correct investment areas, core capability, and capability gap.

Define and Develop Your Project

When drafting your project proposal, include project scope, estimated costs, feasibility, milestones, time needed to implement, and how to evaluate the project's success. Even though some of this information will not be required for submission in your WebGrants application, it is a good idea to conceptualize the project before it is time to submit it into the system.

The budget elements of a project must include one of the following POETE categories:

- Planning/Plans/Personnel
- Organization/People/Teams
- Equipment
- Training
- Exercises

Note: Training requests are not eligible for submission through WebGrants as these classes fall under the purview of the Bay Area Training and Exercise Program (BATEP). Proposers seeking a specific class should go to www.BATEP.org and create an account. Once the account is approved, proposers can review the calendar of training and the planned schedule of T&E services under Documents in the Integrated Preparedness Plan. Regional Exercises are also under the purview of BATEP, but local, jurisdiction-specific exercises may be submitted through the WebGrants application process.

Project Development Principles

When developing a project, the following principles should apply:

- **Give the project a SHORT, clear title.** Directly link the title to the project description and provide a clear indication of the focus of the project. For example, “public information officer (PIO) Training”, “HazMat Team Equipment”, or “Cybersecurity Assessment of City’s Networks” are all valid project names. Project names such as “Exercises” or “Data Sharing” are too vague.
- **Be descriptive, but brief.** A project description should be no more than two to three sentences. Do not include unnecessary information that does not describe what the project is truly about.
- **Be sure your project describes how it closes an identified gap.** Identify the threat your project is addressing and the most appropriate core capability and

associated gap areas. Ultimately, this information demonstrates how funding for this project will build or sustain capabilities identified in the SPR (Stakeholder Preparedness Review). More information about the SPR can be found on the <http://www.bauasi.org> website [here](#).

Remember, all projects must have a nexus to terrorism prevention, protection, mitigation, response, or recovery, even if it will also address natural hazards scenarios.

Describe the Project

Please include the following information when developing and describing a project:

- **Who** the project is for, e.g., your city/county’s HazMat team, bomb squad, or emergency operations center (EOC), etc.?
- **What** the project entails, e.g., develop plans, purchase equipment, conduct training, etc.?
- **When** will you be working on this project?
- **Where** is your jurisdiction?
- Describe **why** the project is necessary, or the intended benefit/outcome.

The following is an example of an effective project description:

- *Install fencing, lighting, and gates, at the Water Treatment Plant, in Alameda County, in 2021, to protect the plant from unauthorized intrusion.*

Using the “why” element of these projects is the best way to help determine which is the most appropriate Core Capability as well as how it reduces the threat to your community. If your project describes improving emergency communications capabilities, then you will use “Operational Communications” as your Core Capability.

The following are examples of insufficient project descriptions.

- Incident Command System (ICS) 300 and 400 training
- Encryption Hardware/Software
- HazMat response team training, CERT training, PIO training

None of the above projects provides enough detail to understand what the projects entail. In the third example, multiple types of training are grouped together but each has a different Core Capability.

SEVEN STEPS TO DEVELOPING YOUR PROJECT:

STEP ONE

The federal government website allows for only 11 Investment Justifications (or IJs) with an unlimited number of projects assigned to them. Therefore, all proposals submitted through WebGrants will have an IJ number and then later be assigned a project number by UASI Management Team staff. As described above, the IJs 1-5 and 11 are assigned by the federal government. When preparing your application, first determine the appropriate IJ number. Below is the list of IJs with a brief description and samples to assist in the selection. Please review them to assist in determining which IJ description is the best fit.

IJs 1-5 and 11 are for National Priority Area projects only and will be separately reviewed by DHS for effectiveness. Like in FY21-22, the federal government has allocated required percentages to FY23 projects. Five of the six projects have a minimum spending threshold of 3% each (IJs 1, 2, 4, 5 and 11) with the remaining project (IJ 3) not having a minimum threshold for a total of 30% of the grant award. Described below are the National Priority Area projects identified in FY 23. It is unknown what, if any, special project types may be imposed in FY 24, but we will operate under the assumption that it will be the same as FY23.

IJ 1: Enhancing Information and Intelligence Sharing / Fusion Center Only (National Priority Area)

This project is for fusion centers only and is provided for information purposes.

This Investment will be provided by the NCRIC. Sample NCRIC projects include:

- Information sharing with all DHS components, fusion centers, and other entities designated by DHS
- Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition and analysis
- Joint training and planning with DHS officials and other entities designated by DHS

IJ 2: Enhancing the Protection of Soft Targets (National Priority Area)

IJ 2 covers the National Priority of protecting soft targets. IJ 2 projects **may** include examples such as:

- Physical security enhancements such as: Cameras, lighting, gates, bollards, fencing, etc., at critical infrastructure sites
- **Non-fusion center** operational overtime costs
- Risk management planning projects
- Operational Coordination projects

IJ 3: Enhancing Cybersecurity (National Priority Area)

IJ 3 covers National Priority of cybersecurity activities. In addition to National Priority Area projects, any hub or core city cybersecurity project may also be included here. Examples of projects that **may** fit under IJ 3 include:

- Information security systems
- Software upgrades for information system and network security
- Cybersecurity related training
- Cybersecurity analysts

IJ 4: Enhancing Community Preparedness and Resilience (National Priority Area)

IJ 4 covers the National Priority of community preparedness and resilience activities. Projects may include:

- Community mapping to identify community resources and characteristics in order to identify gaps in resources, identify hazards and vulnerabilities, and inform action to promote resilience
- Partner with local school districts to deliver the Student Tools for Emergency Planning curriculum or other educational programming to guide students on how to create emergency kits and family communications plans
- Establishing, training, and maintaining CERT programs with a focus on historically underserved communities

IJ 5: Combatting Domestic Violent Extremism (National Priority Area)

IJ 5 covers the National Priority of domestic violent extremists related to safety and security. The UASI's Management Team, in consultation with the NCRIC, will develop projects in this IJ. Projects may include:

- Sharing and leveraging intelligence and information, including open source analysis
- Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists
- Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization
- Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism

IJ 6: Strengthening Emergency Communications Capabilities

IJ 6 covers two broad categories – emergency responder communications, and public information and warning. Projects that **may** fall under IJ 6 include these examples:

- Radio purchases/911 dispatch systems
- Public alert and warning systems
- Joint Information Center exercises

IJ 7: Enhancing Medical and Public Health Preparedness

IJ 7 covers public health, hospital, and emergency medical based projects. Sample projects that **may** fall under IJ 7 include:

- Public health laboratory equipment
- Medical supplies
- Isolation and quarantine planning
- Emergency Medical Services (EMS) equipment and training

IJ 8: Strengthening Information Sharing & Collaboration

This is the UASI's non-fusion center information sharing investment project. Sample project areas covered here **may** include projects such as:

- ALPR equipment
- Specialized equipment to track suspects

IJ 9: Enhancing Multi-Jurisdictional/Inter-Jurisdictional All Hazards Incident Planning, Response & Recovery Capabilities

IJ 9 is the investment with the largest number of total projects, as it covers the broadest scope of potential projects in both the response and recovery areas. In short, IJ 9 may be the default home for projects that have no other clear IJ under which they fit. This investment area also covers training and exercise infrastructure, and not specific trainings and exercises which should be identified in the IJ in which those trainings or exercises apply. This approach treats training and exercise activities as supporting capability building that falls within any one of the other IJ areas and is consistent with the purpose of training and exercises. Sample project areas covered here **may** include projects such as:

- Situational awareness support products
- Fire incident response equipment
- Mass evacuation plans
- Mass care plans
- Search and rescue team equipment
- Technology upgrades / system upgrades
- Equipment for multi-purpose training and exercise facilities
- Active Shooter kits
- Special Weapons and Tactics (SWAT) team training and equipment
- Bomb squad equipment

IJ 10: Protect Critical Infrastructure and Key Resources (including Food and Agriculture)

This is the UASI's project that focuses on protecting critical infrastructure and key resources (e.g., highways, connecting bridges and tunnels, railways, utilities and buildings) in the case of a major event. Sample project areas covered here **may** include projects such as:

- Fencing, lighting, camera systems and other security equipment
- Threat assessments

IJ 11: Enhancing Elections Security (National Priority Area)

This is the investment that focuses on securing election infrastructure, ensuring its continued operation in the face of threats and harassment, advancing the safety of election officials, and ensuring an election free from foreign interference are national security priorities. Sample project areas covered here may include projects such as:

- Iterative backups, encrypted backups, network segmentation, software to monitor/scan, and endpoint protection for elections systems
- Physical/site security measures at elections facilities – e.g., locks, shatter proof glass, alarms, access controls, etc.
- Cyber navigator support

STEP TWO:

Once you select the appropriate Investment Justification for your project, please use the drop-down menu to select the most appropriate threat or hazard that your project addresses.

STEP THREE:

After selecting an Investment Justification, use the drop-down menu in WebGrants to select the most appropriate Core Capability addressed by your project. A description of each Core Capability is listed in Table 1 at the end of this document.

Once you have selected a Core Capability, identify how your project closes a gap or sustains a capability by selecting at least one capability gap from the drop-down menu in WebGrants.

STEP FOUR:

Next, select the nexus to terrorism using the drop-down menu and then briefly describe this nexus.

STEP FIVE:

Provide a brief description of your project using the criteria described on page 2-3 of this guidance.

STEP SIX:

Fill out the timeline and milestone sections. The performance period begins on 11/1/25 and ends on 12/31/26. In filling out the milestone section, select five appropriate milestones from the drop down menu. Remember to keep the milestone dates within the grant performance

period. Finally, everything takes longer than you think, so **BE REALISTIC!**

STEP SEVEN:

Answer the compliance questions and complete the budget using the POETE categories described on page 2. Once you have completed this section, your application is ready to submit.

**Aligning Proposals to the Bay Area UASI’s Goal Area,
Core Capabilities, and Capability Gaps**

The Table on the next page indicates the Investment Justification Number, the UASI Goal Name, the Core Capability(ies) associated with the Goal Area, and the capability gaps (aka functional areas) associated with each investment. Please use this guide to complete your application. Note: Core Capabilities can fall under multiple IJs, National Priority Areas, or Goal Areas.

IJ #	National Priority/UASI Goal Name	Core Capability	Core Capability Description	Capability Gaps / Functional Areas
1	Enhancing Info & Intelligence Sharing /fusion center ONLY (National Priority Area)	Please see IJ8	Please see IJ8	Please see IJ8
2	Enhancing the Protection of Soft Targets (National Priority Area)	Operational Coordination	Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.	<ul style="list-style-type: none"> • Command, Control, and Coordination • NIMS/ICS Compliance • Stakeholder Engagement • Allocating and Mobilizing Resources • Determining Priorities, Objectives, Strategies • Emergency Operations Center Management • Ensuring Information Flow • Ensuring Unity of Effort • Establishing a Common Operating Picture • Ensuring Continuity of Government and Essential Services • Establishing Lines of Communication • Establishing Roles and Responsibilities
		Public Information & Warning	Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.	<ul style="list-style-type: none"> • Alerts and Warnings • Culturally and Linguistically Appropriate Messaging • Delivering Actionable Guidance • Inclusiveness of the Entire Public • Developing Standard Operating Procedures for Public Information • New Communications Tools and Technologies • Protecting Sensitive Information • Public Awareness Campaigns • Traditional and Mobilizing Resources
		Planning	Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives	<ul style="list-style-type: none"> • Evaluating and Updating Plans • Operational Planning • Whole Community Involvement and Coordination • Continuity Planning • Including Individuals with Access/ Functional Needs or Disabilities • Incorporating Risk Analyses • Integrating Different Plans • Pre-Incident planning • Strategic Planning

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		<p>Intelligence & Information Sharing</p>	<p>Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.</p>	<ul style="list-style-type: none"> • Analysis of Intelligence and Information • Developing Reports and Products • Disseminating Intelligence and Information • Exploiting and Processing Information • Feedback and Evaluation • Gathering Intelligence • Continuous Threat Assessment • Establishing Intelligence and Information Requirements • Monitoring Information • Safeguarding Sensitive Information
		<p>Interdiction & Disruption</p>	<p>Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.</p>	<ul style="list-style-type: none"> • Interdicting Cargo, Conveyances, and Persons • Anti-Terrorism Operations • Border Security • CBRNE Detection • CBRNE Render Safe • Deterrent Law Enforcement Presence • Financial Disruption • Preventing Acquisition of CBRNE • Tactical Law-Enforcement Operations • Tracking and Targeting Terrorists and Their Weapons • Wide-Area Search and Detection
		<p>Screening, Search, & Detection</p>	<p>Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio-surveillance, sensor technologies, or physical investigation and intelligence.</p>	<ul style="list-style-type: none"> • Screening • Wide-Area Search • Bio-surveillance • Chemical and Biological Detection • Electronic Search • Explosives Detection • Laboratory Testing • Locating Terrorists • Physical Investigation • Promoting an Observant Nation • Radiological and Nuclear Detection
		<p>Access Control & Identity Verification</p>	<p>Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.</p>	<ul style="list-style-type: none"> • Verifying Identity • Controlling Cyber Access • Controlling Physical Access
		<p>Physical Protective Measures</p>	<p>Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational</p>	<ul style="list-style-type: none"> • Physical Security Measures • Site-Specific and Process-Specific Risk Assessments • Biosecurity • Border Protection

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			activities and critical infrastructure sectors.	<ul style="list-style-type: none"> Identifying and Prioritizing Assets to Protect
		Risk Management for Protection Programs & Activities	Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.	<ul style="list-style-type: none"> Data Collection Risk Assessment Analysis Tools Incorporating Risk Assessments in Exercise Design Risk Communication Risk Management Planning
3	Enhancing Cybersecurity (National Priority Area)	Cybersecurity	Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.	<ul style="list-style-type: none"> Guidelines, Regulations, and Standards Sharing Threat Information Continuity of Operations for Cyber Systems Controlling Electronic Access Detecting Malicious Activity End-User Awareness Investigating Malicious Actors Protective Measures Securing CIKR and SCADA Systems Technical Countermeasures
		Risk Management for Protection Programs & Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
		Access Control & Identity Verification	See Access Control & Identity Verification description	See Access Control & Identity Verification description
		Planning	See Planning description	See Planning description
		Intelligence & Information Sharing	See Intelligence and Information Sharing description	See Intelligence and Information Sharing description
		Public Information & Warning	See Public Information and Warning description	See Public Information and Warning description
		Operational Coordination	See Operational Coordination description	See Operational Coordination description
		Screening Search & Detection	See Screening Search and Detection description	See Screening Search and Detection description
		Supply Chain Integrity & Security	Strengthen the security and resilience of the supply chain.	<ul style="list-style-type: none"> Analysis of Supply Chain Dependencies Implementing Countermeasures Implementing Physical Protection Integrating Security Processes Verification and Detection

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		Long Term Vulnerability Reduction	Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.	<ul style="list-style-type: none"> • Incorporating Mitigation Measures into Construction and Development • Adopting Vulnerability Reduction Standards and Building Codes • Developing Neighborhood Civic Organizations • Individual and Family Preparedness
		Situational Assessment	Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects and the status of the response.	<ul style="list-style-type: none"> • Delivering Situation Reports • Stakeholder Engagement • Analyzing Information • Assessing Hazard Impacts • Tracking Response Actions
		Operational Communication	Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.	<ul style="list-style-type: none"> • Interoperable Communications Between Responders • Communication Between Responders and the Affected Population • Data Communications • Re-establishing Communications Infrastructure • Re-establishing Critical; Information Networks • Voice Communications
		Infrastructure Systems	Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.	<ul style="list-style-type: none"> • Communications Systems • Power Restoration • Sanitation • Water Treatment and Provision • Dams and Flood Control • Food Production and Delivery • Government Facilities • Heating Fuel Provision • Hospitals • Infrastructure Site Assessments • Public Recreation Facilities • Public Safety Facilities • Transportation Infrastructure
4	Enhancing Community Preparedness and Resilience (National Priority Area)	Community Resilience	Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents	<ul style="list-style-type: none"> • Broadening the Use of Insurance • Understanding the Community • Communication and Outreach • Education and skill Building • Partnership Building • Collaborative Planning and Decision-making
		Long Term Vulnerability Reduction	See Long Term Vulnerability description	See Long Term Vulnerability description
		Planning	See Planning description	See Planning description
		Risk & Disaster Resilience Assessment	Assess risk and disaster resilience so that decision makers, responders, and community members can take	<ul style="list-style-type: none"> • Modeling and Analysis • Obtaining and Sharing Data • Education and Training

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			informed action to reduce their entity's risk and increase their resilience.	
		Mass Care Services	Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.	<ul style="list-style-type: none"> • Ensuring Access • Feeding • Hydration • Pets • Relocation Assistance • Resource Distribution • Sheltering • Family Reunification
		Risk Management for Protection Programs	Risk Management for Protection Programs description	Risk Management for Protection Programs description
		Intelligence & Information Sharing	See Intelligence & Information Sharing description	See Intelligence & Information Sharing description
		Public Information & Warning	See Public Information and Warning description	See Public Information and Warning description
5	Combating Violent Domestic Extremism (National Priority Area)	Interdiction & Disruption	See Interdiction & Disruption description	See Interdiction & Disruption description
		Health & Social Services	Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.	<ul style="list-style-type: none"> • Healthcare Facilities and Coalitions • Social Services • Behavioral Health • Determining Health and Social Needs • Ensuring Access • Environmental Health • Food Safety • Health Assessment • Medical Products and Services • Public Awareness • Public Health Measures • Response and Recovery Worker Health • School Impacts
		Screening, Search & Detection	See Screening, Search, & Detection description	See Screening, Search, & Detection description
		Physical Protective Measures	See Physical Protective Measures description	See Physical Protective Measures description
		Intelligence & Information Sharing	See Intelligence & Information Sharing description	See Intelligence & Information Sharing description
		Planning	See Planning description	See Planning description
		Public Information & Warning	See Public Information & Warning description	See Public Information & Warning description
		Operational Coordination	See Operational Coordination description	See Operational Coordination description

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		Risk Management for Protection Programs & Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
6	Strengthening Emergency Communications Capabilities	Operational Communications	See Operational Coordination description	See Operational Coordination description
		Public Information & Warning	See Public Information & Warning description	See Public Information & Warning description
		Planning	See Planning description	See Planning description
7	Enhancing Medical and Public Health Preparedness	Public Health, Healthcare, & Emergency Medical Services	Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.	<ul style="list-style-type: none"> • Definitive Care • Emergency Medical Services • Triage and Initial Stabilization • Health Assessments • Clinical Laboratory Testing • Medical Countermeasures • Medical Surge • Public Health Interventions
		Fatality Management	Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.	<ul style="list-style-type: none"> • Body Recovery • Mortuary Services • Victim Identification • Bereavement Counseling • Family Reunification
		Health and Social Services	See Health & Social Services description	See Health & Social Services description
		Environmental Response/ Health & Safety	Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.	<ul style="list-style-type: none"> • Hazardous Material Clean-Up • Decontamination • Debris Removal • Environmental Impact Analysis • Health and Safety Monitoring and Assessment • Predictive Modeling • Responder Safety • Survivor Safety and Assistance
8	Strengthening Information Sharing and Collaboration	Intelligence & Information Sharing	See Intelligence & Information Sharing description	See Intelligence & Information Sharing description
		Interdiction & Disruption	See Interdiction & Disruption description	See Interdiction & Disruption description
		Public Information & Warning	See Public Information & Warning description	See Public Information & Warning description

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		Operational Coordination	See Operational Coordination description	See Operational Coordination description
		Planning	See Planning description	See Planning description
		Threats & Hazards Identification	Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.	<ul style="list-style-type: none"> • Estimating Frequency and Magnitude • Modeling and Analysis • Stakeholder Collaboration/Coordination • Data Collection and Sharing
		Risk Management for Protection Programs & Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
9	Enhancing Multi-Jurisdictional / Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities	Infrastructure Systems	See Infrastructure Systems description	See Infrastructure Systems description
		Forensics & Attribution	Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter-options.	<ul style="list-style-type: none"> • Attribution Assessment • Crime Scene Preservation and Exploitation • Evidence Collection • Forensic Analysis • Terrorist Investigations • Assessing Terrorist Capabilities • Biometric Analysis • CBRNE Material Analysis • Digital Media and Network Exploitation
		Screening, Search, & Detection	See Screening, Search, & Detection description	See Screening, Search, & Detection description
		Public Information & Warning	See Public Information & Warning description	See Public Information & Warning description
		Interdiction & Disruption	See Interdiction & Disruption description	See Interdiction & Disruption description
		Supply Chain Security & Integrity	See Supply Chain Security & Integrity description	See Supply Chain Security & Integrity description
		Environmental Response / Health & Safety	See Environmental Response/Health & Safety description	See Environmental Response/Health & Safety description
		Mass Care Services	See Mass Care Services description	See Mass Care Services description
		Mass Search & Rescue Operations	Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of	<ul style="list-style-type: none"> • Community-Based Search and Rescue Support • Rescue Operations • Search Operations • Specialized Operations

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		endangered lives in the shortest time possible.	<ul style="list-style-type: none"> • Synchronizing Operations
	Logistics & Supply Chain Management	Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.	<ul style="list-style-type: none"> • Resource Delivery • Resource Management • Access to Community Staples • Donations Management • Emergency Power Provision • Fuel Support • Private Resource • Resource Tracking • Supply Chain Restoration • Volunteer Management
	On-scene Security Protection / Law Enforcement	Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.	<ul style="list-style-type: none"> • Law Enforcement • Protecting Response Personnel • Securing Disaster Areas
	Fire Management & Suppression	Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.	<ul style="list-style-type: none"> • Structural Firefighting • Wildland Firefighting • Specialized Firefighting • Initial Attack Firefighting • Extended Attack Firefighting
	Natural & Cultural Resources	Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.	<ul style="list-style-type: none"> • Damage Assessment • Environmental Preservation and Restoration • Historic Preservation
	Health & Social Services	See Health & Social Services description	See Health & Social Services description
	Critical Transportation	Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.	<ul style="list-style-type: none"> • Debris Removal • Establishing Access • Evacuation • Airspace Management • Delivery of Response Assets • Reentering Affected Area • Transportation Safety and Condition Assessments
	Economic Recovery	Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.	<ul style="list-style-type: none"> • Reopening Businesses • Business/Economic Continuity Planning • Developing Recovery Objectives • Developing the Workforce • Disseminating Information

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				<ul style="list-style-type: none"> • Economic Impact Assessments • Incentivizing Entrepreneurial and Business Development • Management Planning
		Housing	Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.	<ul style="list-style-type: none"> • Addressing Housing Shortages • Housing Accessibility • Transition from Interim to Permanent/Long-Term Housing • Housing Affordability • Housing Assessments • Reconstruction of Destroyed Housing • Rehabilitation of Damaged Housing
		Operational Coordination	See Operational Coordination description	See Operational Coordination description
		Planning	See Planning description	See Planning description
		Physical Protective Measures	See Physical Protective Measures description	See Physical Protective Measures description
		Access Control & Identity Verification	See Access Control & Identity Verification description	See Access Control & Identity Verification description
		Planning	See Planning description	See Planning description
		Long-term Vulnerability Reduction	See Long Term Vulnerability description	See Long Term Vulnerability description
10	Protecting Critical Infrastructure and Key Resources	Risk Management for Protection Programs & Activities	See Risk Management for Protection Programs & Activities description	See Risk Management for Protection Programs & Activities description
		Physical Protective Measures	See Physical Protective Measures description	See Physical Protective Measures description
		Access Control & Identity Verification	See Access Control & Identity Verification description	See Access Control & Identity Verification description
11	Enhancing Election Security (National Priority Area)	Cybersecurity	See Cybersecurity description	See Cybersecurity description
		Intelligence & Information Sharing	See Intelligence & Information Sharing description	See Intelligence & Information Sharing description
		Long Term Vulnerability Reduction	See Long Term Vulnerability description	See Long Term Vulnerability description
		Situational Assessment	See Situational Assessment description	See Situational Assessment description

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		Infrastructure Systems	See Infrastructure Systems description	See Infrastructure Systems description
		Operational Coordination	See Operational Coordination description	See Operational Coordination description
		Community Resilience	See Community Resilience description	See Community Resilience description

APPENDIX C

Allowable Expenses



Please note that DHS has yet to issue guidelines for FY24. In the absence of this information, below please find the allowable spending information for FY23. At this time, the Management Team does not anticipate changes in the allowable spending guidelines in the FY23 Notice of Funding Opportunity. The Management Team will update stakeholders on any such changes in a timely manner.

Bay Area UASI Guidance for Allowable Expenses

Introduction

The following is a summary of allowable spending areas under the UASI program as it pertains to the Bay Area UASI. Please contact the Bay Area UASI Management Team for clarification, should you have questions regarding allowable cost items. The spending areas are broken out under planning, organization, equipment, training and exercises (POETE) spending areas. This matches the DHS mandated budget sections for Investment Justifications that the Bay Area must submit in order to receive DHS funding. The spending areas below outline what is allowable and are not lists of what should or must be purchased.

Recipients must comply with all the requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*).

Planning

Funds may be used for a range of emergency preparedness and management planning activities such as those associated with the development, review and revision of the THIRA, SPR, continuity of operations plans and other planning activities that support the National Preparedness Goal, placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in CPG 101 v 2.0. For additional information, please see http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf.

Organization

Organizational activities include:

- Program management;
- Development of whole community partnerships;
- Structures and mechanisms for information sharing between the public and private sector;
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland;
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors;
- Operational Support;
- Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident;
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event; and
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts.

Proposed expenditures of UASI funds must support organization activities within the Investment Justification (IJ) submission. Per grant guidelines, the Bay Area UASI is allowed up to 50 percent

Bay Area UASI Guidance for Allowable Expenses

(50%) of their funding for personnel costs. Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant. Personnel expenses may include but are not limited to: training and exercise coordinators, program managers and planners, intelligence analysts, and statewide interoperability coordinators (SWIC).

Upon request, a waiver of the 50 percent (50%) personnel limitation noted above may be granted. Requests for waivers to the personnel cap must be submitted by the authorized CalOES representative to DHS' Grants Program Directorate (GPD) in writing on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and
- A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount. To avoid supplanting issues, the request must also include a three-year staffing history for the requesting entity.

Organizational activities under UASI include:

Intelligence analysts. Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412), funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by UASI funding. In order to be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:

- Complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
- Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, or State and/or local law enforcement intelligence unit

All fusion center analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Program Analyst upon request.

Operational Overtime Costs. In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, sub-recipients are urged to consider using grant funding to support soft target preparedness activities. UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories cited in the table below, but this table is not exhaustive. DHS/FEMA retains the discretion to approve other types of requests that do not fit within one of the categories of the table.

Table 1: Authorized Operational Overtime Categories

	Category	Description
1	National Terrorism Advisory System (NTAS)	Security measures in response to an increase in the threat level under the NTAS to an “elevated” or “imminent” alert status. GPD Information Bulletin No. 367, <i>Impact of National Terrorism Advisory System on Homeland Security Grant Programs</i> , remains applicable; therefore, advance authorization from FEMA is not required. Refer to https://www.dhs.gov/topic/ntas for additional information on the NTAS.
2	National Security Special Event (NSSE)	Security measures for a designated NSSE. NSSEs are events of national or international significance deemed by DHS to be a potential target for terrorism or other criminal activity.
3	Special Event Assessment Rating (SEAR) Level 1 through Level 4 Events	<p>Security measures required for SEAR Level 1 through Level 4 events as designated by the Department of Homeland Security (DHS) and included in the DHS National Special Events List, as defined below:</p> <ul style="list-style-type: none"> • SEAR 1: A significant event with national and/or international importance that may require extensive Federal interagency support; • SEAR 2: A significant event with national and/or international importance that may require some level of Federal interagency support. • SEAR 3: An event of national and/or international importance that requires only limited Federal support. • SEAR 4: An event with limited national importance that is managed at state and local level. <p>NOTE: In cases where a threat of terrorism can be associated with a SEAR Level 5 event, the event planners should coordinate with their state or territory Homeland Security Advisor to seek re-adjudication of the SEAR rating. Operational overtime for</p>

Bay Area UASI Guidance for Allowable Expenses

		security measures associated with such events will be considered for approval by FEMA if re-adjudication results in a SEAR 1 through 4 rating.
4	States of Emergency	Declarations of states of emergency by the Governor associated with a terrorism-related threat or incident. This excludes Presidentially-declared major disasters or emergencies where federal funding support for the proposed grant-funded activity is made available through the FEMA Public Assistance program or other Federal disaster grants.
5	National Critical Infrastructure Prioritization Program (NCIPP)	Protection of Level 1 and Level 2 facilities identified through the Department of Homeland Security's NCIPP based on a terrorism-related threat to critical infrastructure.
6	Directed Transit Patrols	Targeted security patrols in airports and major transit hubs based on a terrorism-related threat to transportation systems.
7	Other Related Personnel Overtime Costs	Overtime costs may be authorized for personnel assigned to directly support any of the security activities relating to the categories above. Examples include firefighters and emergency medical services personnel; public works employees who may be responsible for installing protective barriers and fencing; public safety personnel assigned to assist with event access and crowd control; emergency communications specialists; fusion center analysts; National Guard; contract security services; etc.
8	Operational Support to a Federal Agency	Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities related to homeland security/terrorism preparedness and specifically requested by a federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible activities, including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002), DHS

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		<p>Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. In addition, reimbursement for operational overtime law enforcement activities related to combating transnational crime organizations in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism is an allowable expense under SHSP and UASI on a case by case basis. Grant funding can only be used in proportion to the federal man-hour estimate, and only after funding for these activities from other federal sources (i.e., FBI JTTF payments to state and local agencies) has been exhausted.</p>
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All allowable operational overtime costs are also subject to the administration requirements outlined in the following subsection.

Administration of Operational Overtime Requests

- With the exception of an elevated NTAS alert, UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. CalOES must submit operational overtime requests in writing, to its assigned FEMA Grant Programs Directorate (GPD) Program Analyst (PA). FEMA GPD will consider requests for special event activities up to one year in advance. However, such requests must be within the award’s current period of performance and not result in the need for a request to extend the period of performance.
- All operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in the table above. Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explains how the overtime activity is responsive to the threat. Request letters sent to FEMA GPD must be UNCLASSIFIED but may be labeled “For Official Use Only.” If explaining the threat will require the sharing of classified information, the letter should state as such. FEMA GPD will then make arrangements for the sharing of classified information through official channels.
- Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.
- Under no circumstances may DHS/FEMA grant funding be used to pay for costs already supported by funding from another federal source.

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- CalOES can use funds retained at the state level to reimburse eligible operational overtime expenses incurred by the state (per the above guidance limitations). Any UASI funds retained by the state must be used in direct support of the Urban Area. States must provide documentation to the UAWG and DHS/FEMA upon request demonstrating how any UASI funds retained by the state would directly support the Urban Area.
- FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests. For example, the review of operational overtime requests for the protection of critical infrastructure will be coordinated with DHS Office of Cyber and Infrastructure Analysis to verify the Level I or Level II NCIPP designation. Also, DHS Office of Intelligence and Analysis will be consulted to validate reported threat information associated with the event or activity.

Equipment

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for HSGP are listed on the Authorized Equipment List (AEL). The AEL is available at <http://www.fema.gov/authorized-equipment-list>. Some equipment items require prior approval before the obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required.

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance. Such investments must be coordinated with the SWIC and the State Interoperability Governing Body (SIGB) to ensure interoperability and long-term compatibility.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with state, city, or local health departments that administer Federal funds from HHS for this purpose and with existing MMRS committees where available, in order to sustain their long-term planning for appropriate, rapid, and local medical countermeasures, including antibiotics and antidotes for nerve agents, cyanide, and other toxins. Procurement must have a sound threat-based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, recipients submit a written inventory management plan to the UASI for approval by CalOES to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Recipients are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's PoP for HSGP. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.

EMS electronic patient care data systems should comply with the most current data standard of the National Emergency Medical Services Information System (www.NEMESIS.org).

Training

The regional Bay Area Training and Exercise Program (BATEP) will be responsible for reviewing and approving all training requests. Allowable training-related costs under UASI include the establishment, support, conduct, and attendance of training specifically identified under the UASI grant program and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS, DOT). Training conducted using HSGP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also have or access and functional needs, should be identified in the AAR/IP and addressed in the state or Urban Area training cycle. Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design using the *Course Development Tool*.

Exercise

BATEP is also responsible for all regional exercises. Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training gaps should be identified in the AAR/IP and/or addressed in the Bay Area training plans and cycle. Exercises conducted with grant funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://www.fema.gov/exercise>.

In addition, the NOFO encourages the completion of a progressive exercise series and encourages inviting representatives/planners involved with other federally mandated or private exercise activities. The Bay Area UASI is further encouraged to share, at a minimum, the multiyear training and exercise schedule with those departments, agencies, and organizations included in the plan.

- *Validating Capabilities*. Exercises examine and validate capabilities-based planning across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. The extensive engagement of the whole community, including, but not limited to, examining the needs and requirements for individuals with disabilities, individuals with limited English proficiency and others with access and functional needs, is essential to the development of an effective and comprehensive exercise program. Exercises are designed to be progressive – increasing in scope and complexity and drawing upon results and outcomes from prior exercises and real-world events – to challenge participating communities. Consistent with Homeland Security Exercise and Evaluation Program guidance and tools, the National Exercise Program (NEP) serves as the principal exercise mechanism for examining national preparedness and measuring readiness. Exercises should align with priorities and capabilities identified in a multi-year TEP.

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- *Special Event Planning.* If a jurisdiction within the region will be hosting a special event (e.g., Super Bowl, G-8 Summit), the special event planning should be considered as a training or exercise activity for the purpose of the multi-year TEP. All confirmed or planned special events must be included in the Multi-year TEP. UASI funding may be used to finance training and exercise activities in preparation for those events. States and Urban Areas should also consider exercises at major venues (e.g., arenas, convention centers) that focus on evacuations, communications, and command and control.
- *Regional Exercises.* States should also anticipate participating in at least one regional exercise annually.
- *Role of Non-Governmental Entities in Exercises.* Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, design, and evaluation of an exercise. State, local, tribal, and territorial jurisdictions are encouraged to develop exercises that test the integration and use of resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, and community organizations. Participation in exercises should be coordinated with local Citizen Corps Whole Community Council(s) or their equivalents and other partner agencies.

Maintenance and Sustainment

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Policy [FP 205-402-125-1](#) under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty.

Grant funds are intended to support projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to meet this objective, the policy set forth in GPD's IB 379 (Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding) allows for the expansion of eligible maintenance and sustainment costs which must be in 1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the Goal, and (4) shareable through the Emergency Management Assistance Compact (EMAC). Additionally, eligible costs must also be in support of equipment, training, and critical resources that have previously been purchased with either Federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

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Law Enforcement Terrorism Prevention Allowable Costs

Activities eligible for the use of LETPA focused funds include but are not limited to:

- Maturation and enhancement of designated our fusion center, including information sharing and analysis, threat recognition, terrorist interdiction, and training/ hiring of intelligence analysts;
- Coordination between the fusion center and other analytical and investigative efforts including, but not limited to the Joint Terrorism Task Force (JTTF), Field Intelligence Groups (FIGs), High Intensity Drug Trafficking Areas (HIDTAs), Regional Information Sharing Systems (RISS) Centers, criminal intelligence units, and real-time crime analysis centers;
- Implementation and maintenance of the Nationwide Suspicious Activity Reporting (SAR) Initiative, including training for front line personnel on identifying and reporting suspicious activities;
- Implementation of the “If You See Something, Say Something™” campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations. Note: DHS/FEMA requires that the Office of Public Affairs be given the opportunity to review and approve any public awareness materials (e.g., videos, posters, tri-folds, etc.) developed using HSGP grant funds for the “If You See Something, Say Something™” campaign to ensure these materials are consistent with the Department’s messaging and strategy for the campaign and the initiative’s trademark;
- Increase physical security, through law enforcement personnel and other protective measures by implementing preventive and protective measures at critical infrastructure site or at-risk nonprofit organizations; and
- Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative.

Requirements for Small Unmanned Aircraft System

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with IB 426 and include a description of the policies and procedures in place to safeguard individuals’ privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the SUAS equipment. CalOES conducts a primary review prior to submitting it to FEMA and this review process can be quite lengthy.

Critical Emergency Supplies

In order to further DHS/FEMA's mission, critical emergency supplies, such as shelf stable products, water, and basic medical supplies are an allowable expense under UASI. Prior to the allocation of grant funds for stockpiling purposes, each state must have DHS/FEMA's approval of a five-year viable inventory management plan which should include a distribution strategy and related sustainment costs if planned grant expenditure is over \$100,000.

If grant expenditures exceed the minimum threshold, the five-year inventory management plan will be developed by the recipient and monitored by FEMA GPD with the assistance of the FEMA Logistics Management Directorate (LMD). FEMA GPD will coordinate with LMD and the respective FEMA Region to provide program oversight and technical assistance as it relates to the purchase of critical emergency supplies under UASI. FEMA GPD and LMD will establish guidelines and requirements for the purchase of these supplies under UASI and monitor development and status of the state's inventory management plan.

CalOES is strongly encouraged to consult with the FEMA Region IX Logistics Chief regarding disaster logistics-related issues.

DHS/FEMA approved plans are to be shared by CalOES with local jurisdictions and Tribes in our region.

Construction and Renovation

Project construction using UASI funds may not exceed the greater of \$1,000,000 or 15% of the grant award. For the purposes of the limitations on funding levels, communications towers are not considered construction.

Written approval must be provided by DHS/FEMA prior to the use of any UASI funds for construction or renovation. When applying for construction funds, recipients must submit evidence of approved zoning ordinances, architectural plans, and any other locally required planning permits. Additionally, recipients are required to submit a SF-424C Budget and Budget detail citing the project costs.

Recipients using funds for construction projects must comply with the Davis-Bacon Act (40 U.S.C. § 3141 et seq.). Recipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the state in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available from the following website <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Communications Towers. When applying for funds to construct communication towers, recipients and sub-recipients must submit evidence that the FCC's Section 106 review process has been completed and submit all documentation resulting from that review to GPD using the guidelines in EHP Supplement prior to submitting materials for EHP review. Completed EHP review materials for construction and communication tower projects must be submitted as soon as possible to get

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approved by the end of the PoP. EHP review materials should be sent to gpdehpinfo@fema.gov.

Personnel

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable HSGP planning, training, exercise, and equipment activities. Personnel may include but are not limited to: training and exercise coordinators, program managers for activities directly associated with UASI funded activities, intelligence analysts, and statewide interoperability coordinators (SWIC).

In general, the use of grant funds to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Grant funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

For further details, see FP 207-093-1, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110–412 – the PRICE Act), or contact their FEMA HQ Program Analyst.

HSGP funds may not be used to support the hiring of any personnel to fulfil traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

The following are definitions as they relate to personnel costs:

- *Hiring.* State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable /DHS/FEMA program activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-DHS/FEMA program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.
- *Overtime.* These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of DHS/FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.
- *Backfill-related Overtime.* Also called “Overtime as Backfill,” these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to DHS/FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.
- *Supplanting.* Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

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Unallowable Costs

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds.
- Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

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Allowable Cost Matrix

The following matrix provides allowable cost activities that fall under each of the cost categories. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*). Funds under HSGP may be used to cover the costs for evaluating the impact of these grants on the state or urban area’s core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate HQ GPD Program Analyst. For additional information on allowable costs, see the Preparedness Grants Manual.

Allowable Program Activities	UASI
Allowable Planning Costs	
Developing hazard/threat-specific annexes	Y
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	Y
Developing related terrorism and other catastrophic event prevention activities	Y
Developing and enhancing plans and protocols	Y
Developing or conducting assessments	Y
Hiring of full- or part-time staff or contract/consultants to assist with planning activities	Y
Materials required to conduct planning activities	Y
Travel/per diem related to planning activities	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y
Issuance of WHTI-compliant Tribal identification cards	N
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	Y
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	Y
Update governance structures and processes and plans for emergency communications	Y
Development, and review and revision of continuity of operations plans	Y
Development, and review and revision of the THIRA/SPR continuity of operations plans	Y
Developing or conducting equity assessments to address planning and preparedness disparities for historically underserved communities	Y

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Allowable Organizational Activities	
Note: Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.	
Program management	Y
Development of whole community partnerships	Y
Structures and mechanisms for information sharing between the public and private sector	Y
Implementing models, programs, and workforce enhancement initiatives	Y
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	Y
Operational support	Y
Utilization of standardized resource management concepts	Y
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	Y
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)	Y
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation).	Y
Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses.	Y
Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT	Y
Cost of migrating online services to the “.gov” domain	Y
Allowable Equipment Categories	
Personal Protective Equipment	Y
Explosive Device Mitigation and Remediation Equipment	Y
CBRNE Operational Search and Rescue Equipment	Y
Information Technology	Y
Cybersecurity Enhancement Equipment	Y
Interoperable Communications Equipment	Y
Detection	Y

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Decontamination	Y
Medical countermeasures	Y
Power (e.g., generators, batteries, power cells)	Y
CBRNE Reference Materials	Y
CBRNE Incident Response Vehicles	Y
Terrorism Incident Prevention Equipment	Y
Physical Security Enhancement Equipment	Y
Inspection and Screening Systems	Y
Animal Care and Foreign Animal Disease	Y
CBRNE Prevention and Response Watercraft	Y
CBRNE Prevention and Response Unmanned Aircraft	Y
CBRNE Aviation Equipment	Y
CBRNE Logistical Support Equipment	Y
Intervention Equipment (e.g., tactical entry, crime scene processing)	Y
Critical emergency supplies	Y
Vehicle acquisition, lease, and rental	N
Other Authorized Equipment	Y
Allowable Training Costs	
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	Y
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	Y
Training workshops and conferences	Y
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	Y
Full- or part-time staff or contractors/consultants	Y
Travel	Y
Supplies	Y
Instructor certification/re-certification	Y
Coordination with Citizen Corps Councils in conducting training exercises	Y
Interoperable communications training	Y

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Activities to achieve planning inclusive of people with limited English proficiency	Y
Immigration enforcement training	Y
Allowable Exercise Related Costs	
Design, Develop, Conduct, and Evaluate an Exercise	Y
Full- or part-time staff or contractors/consultants	Y
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	Y
Implementation of HSEEP	Y
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	Y
Travel	Y
Supplies	Y
Interoperable communications exercises	Y
Activities to achieve planning inclusive of people with limited English proficiency	Y
Allowable Management & Administrative Costs	
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	Y
Overtime and backfill costs	Y
Travel	Y
Meeting related expenses	Y
Authorized office equipment	Y
Recurring expenses such as those associated with cell phones and faxes during the PoP of the grant program	Y
Leasing or renting of space for newly hired personnel during the PoP of the grant	Y
Completing the Civil Rights Evaluation Tool	Y
Conducting activities related to evaluating project effectiveness for HSGP-funded projects	Y
Law Enforcement Terrorism Prevention Activities (LETPA) Costs	
Integration and interoperability of systems and data, such as CAD and RMS, to	Y
Maturation and enhancement of designated state and major Urban Area fusion centers	Y

Bay Area UASI Guidance for Allowable Expenses

Coordination between fusion centers and other analytical and investigative efforts	Y
Implementation and maintenance of the Nationwide SAR Initiative	Y
Implementation of the "If You See Something, Say Something®" campaign	Y
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical	Y
Building and sustaining preventive radiological and nuclear detection capabilities	Y
Regional counterterrorism training programs for small, medium, and large jurisdictions	Y
Coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events	Y



To: Bay Area UASI Approval Authority
From: Corinne Bartshire, Regional Program Manager
Date: June 8, 2023
Re: Item 7: Website Improvement Project

Staff Recommendation:

Approve the proposed budget to implement the project recommendations based on the resulting Business Requirements Document (BRD)

Action or Discussion Item:

Action

Discussion:

The Bay Area UASI's website (www.bayareauasi.org) is outdated and susceptible to cyber attack. In recent years, the Bay Area UASI has expanded to manage additional grant streams and regional programs, which resulted in disparate websites and various online platforms to access the UASI's resources.

The website improvement project included an analysis of the UASI's current online environment, opportunities for streamlining workflows, and an exhaustive evaluation of available solutions within the budget. The project resulted in:

- 1) A cost-effective series of recommendations to integrate the Bay Area UASI's digital presence
- 2) A business requirements document (BRD) which includes details for development and implementation of the recommendations

Regional Program Manager, Corinne Bartshire, will present an overview of the website improvement project, the resulting recommendations, and the proposed budget and next steps. See Appendix A for an Executive Summary of the BRD and Appendix B for the accompanying presentation.



Business Requirements Document

BAUASI Website Improvement Project

Created by:
SenseMakers + LightHouse Graphics

May 2023

1 Executive Summary

This Business Requirements Document (BRD) lays out the details of the Bay Area Urban Areas Security Initiative (BAUASI) Website Improvement Project. This initiative was launched in response to the organization's evolving digital requirements. BAUASI recognized that its existing digital infrastructure, crucial for managing various grant streams that support its mission, is outdated, and disjointed. Current systems pose potential cybersecurity risks and create inefficiencies in information management, reporting capabilities, and operational processes in the broader context of the Urban Areas Security Initiative (UASI). Therefore, the primary objective of this project is to migrate to a more integrated digital solution offering enhanced security, functionality, and efficiency.

The need for modernization was initially pinpointed across four core technologies used in various BAUASI programs: the BAUASI.org website, the WebGrants grants management system from Dulles Technology Partners, the BATEP.org learning management system, and stakeholder contact management. To address these shortcomings, BAUASI released a Request for Information (RFI) in 2019 concerning its modernization needs, eliciting responses from Deloitte and other professional vendors. Subsequently, in 2021, BAUASI issued a Request for Proposal (RFP) to craft a digital roadmap, with Deloitte chosen to conduct an in-depth needs and technology assessment.

Deloitte's involvement marked a significant advancement, providing a high-level roadmap for potential enhancements to BAUASI's digital infrastructure. However, Deloitte's report in 2022 did not yield a sufficiently detailed proof of concept or BRD necessary for implementing the suggested digital solution. To fill this gap, BAUASI collaborated with SenseMakers/Light House Graphics (LHG) in 2023 to develop a comprehensive BRD based on Deloitte's insights and recommendations. Concurrently, throughout 2022, BAUASI kept assessing various vendors and their proposed solutions, gathering cost estimates, proposed implementation details, and evaluating the suitability of each vendor's solution for BAUASI's needs as identified during Deloitte's engagement. This process underscored the importance of understanding each vendor's scope and limitations and the need for a detailed BRD that accounts for the BAUASI's varied operational environment.

This BRD is crucial in ensuring all stakeholders possess a clear understanding of the project requirements. As the project's planning and analysis cornerstone, the BRD describes the operational needs, functions, and expectations of the new digital solution. It serves as a pact among BAUASI, project managers, and software developers, outlining what the solution should achieve without prescribing how it should be executed.

Recommendation:

The final recommendation for a new, integrated, digital solution is three-fold:

- 1) Develop a custom-designed website with an integrated contact management system on Node.js, using ReactJS for the frontend, PostgreSQL for the database, and AWS GovCloud for hosting. *(Estimated development cost = \$167,000)*
- 2) Build out the Bay Area Training and Exercise Program user interface on Open edX, an established open source platform which will allow for expanded use for trainings funded by STC and TVTP as well as exercise registrations. *(Estimated development cost = \$52,000)*
- 3) Maintain the existing grants management system contract with Dulles Technology and undergo a migration to the newest version of the Dulles WebGrants system which provides better reporting and asset track management. *(Estimated development cost = \$0)*



Together, the system will offer enhanced security, functionality, and efficiency. It is anticipated to cost approximately \$69,000 annually for hosting fees and technical support.

Benefits:

The integrated solution will combine currently disparate websites and online systems into bayareauasi.org as a centralized hub for interaction with and access to programs across the UASI's multiple grant streams.

Bay Area UASI stakeholders will have a single-sign-on for accessing their UASI subgrant information, registering for a training course, and/or interacting with the UASI Management Team.

Approval Authority meeting materials and publicly available resources (i.e. toolkits) will be easily accessed via an organized online searchable resource library.

Communications such as newsletters, the monthly training bulletin, and work group announcements will be more streamlined through the centralized contact management system, reducing duplication of email messages.

Next Steps:

The BAUASI is preparing to release an RFP to identify the best-suited implementation partner to develop and launch the recommended digital solution, including a new website and contact management system, a learning management system based on the Open edX platform, and an upgraded Dulles Technology Partners WebGrants system.

Upon completion of the RFP process and selection of an implementation partner, the project will advance into the design, development, testing, and deployment phases. The testing phase will include User Acceptance Testing (UAT) to validate that the new digital tools align with the requirements stipulated in the BRD. A phased roll-out is suggested to ensure successful adoption of the new digital tools and sufficient user training.

After deployment of the new digital tools, the UASI Management Team will ensure the digital infrastructure remains secure and up to date. This will likely entail ongoing troubleshooting, updates, and potential version upgrades to maintain the digital tools' optimal performance.

This executive summary, along with the detailed BRD, serves as an informed guide to steer the successful progression and completion of the BAUASI Website Improvement Project. It offers stakeholders a thorough overview of the project's goals, scope, processes, and strategic approach, equipping them for the tasks and decisions that lie ahead.



Bay Area UASI

Website Improvement Project

June 8, 2023

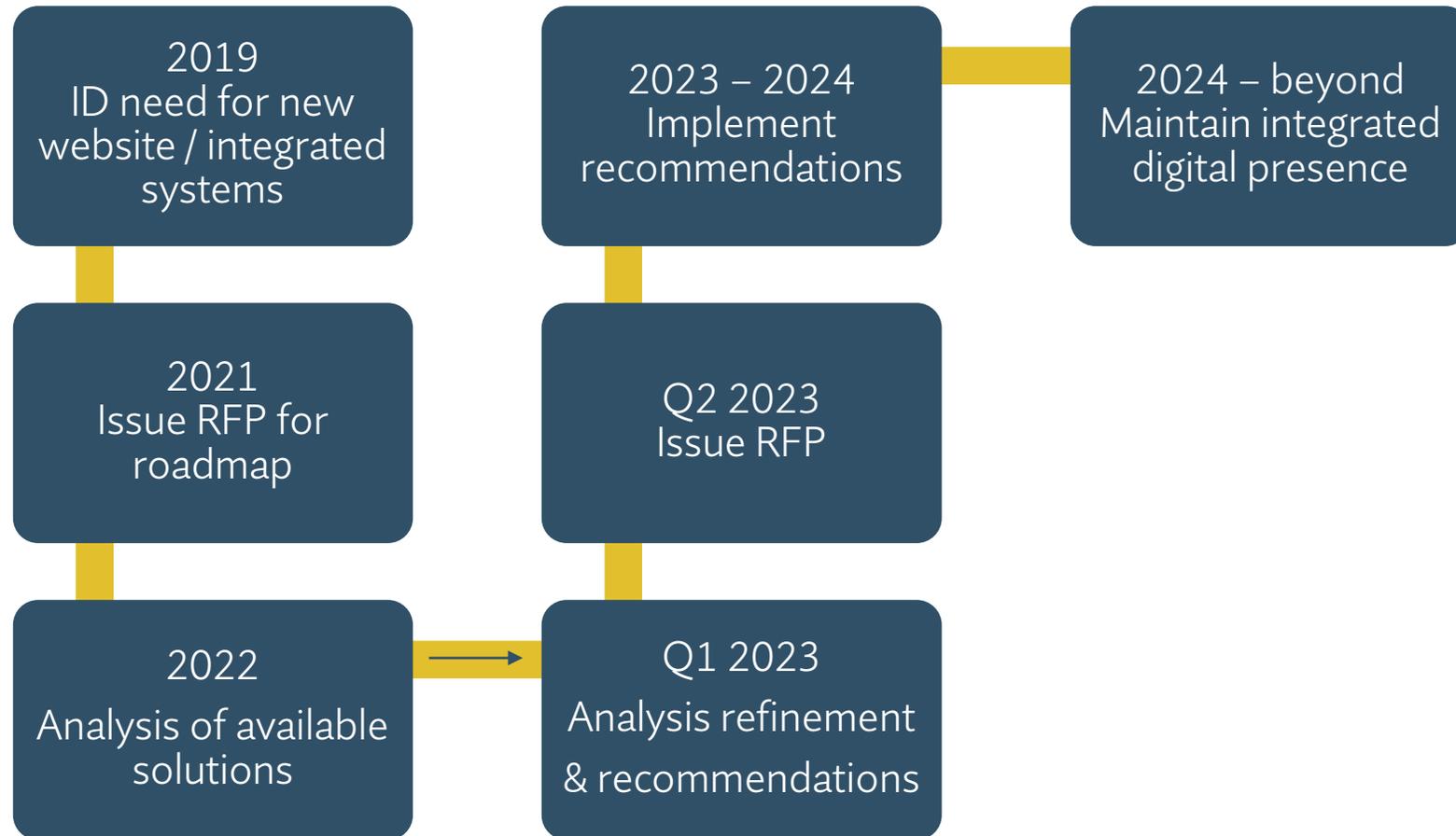


Presented by Corinne Bartshire





Project Overview





Analysis Summary

Needs



-  Cyber secure, future proof, **integrated digital presence**
-  Organization-wide **contact management system**
-  Improved training & exercise coordination platform (i.e. **Learning Management System**)
-  Improved and expanded **grants management system**

Evaluated Solutions



-  Drupal / WordPress / **custom-build on existing frameworks**
-  Microsoft Office / stand-alone systems / **integrated custom-build on existing frameworks**
-  Talent LMS / Cornerstone OnDemand / **Open edX** / custom-build on existing frameworks
-  **Dulles Upgrade** / Grants.gov / other off-the-shelf systems / custom-build on existing frameworks

Solution Qualifications



-  Cost effectiveness
-  User-friendly / sustainable with in-house staff
-  Able to integrate via centralized web platform
-  Improves workflow efficiency



Recommendations

Custom Website / Contact Management System

- Scalability, flexibility
- Future proofing
- Cyber security
- Integrates disparate websites
 - ALERTtheBay.org
 - BATEP.org
 - Bayareauasigrants.org
- Organization-wide, centralized, contact management
- Single-sign-on for access to UASI resources

Development: \$167K
Annual Maintenance: \$30K

Open edX Learning Management System

- Expand BATEP training registrations to include STC and TVTP funded offerings
- Centralized registrations for regional exercises
- Single-sign-on to all UASI resources
- Program reporting

Development: \$52K
Annual Maintenance: \$22K

Upgrade Dulles Webgrants System

- Expanded management of multiple grant streams
- Single-sign-on to all UASI resources
- Improved workflow
- Custom and ad-hoc reporting
- Asset tracking
- Development costs included in current contract

Development: NONE
Annual Maintenance: \$17K

**Estimated
Costs**



Budget / Next Steps

Proposed Budget

Initial Website and LMS Development Costs: \$167K + \$52K = **\$219,000**

Next Steps

- 1) UASI Management Team releases an RFP
- 2) Contractor implements recommendations based on BRD and with input from UASI Management Team
- 3) Bay Area UASI stakeholders enjoy a new and improved one-stop-shop for grants, trainings, exercises, toolkits, and much more!



To: Bay Area UASI Approval Authority

From: Mike Sena, Executive Director, Northern California Regional Intelligence Center

Date: June 08, 2023

Re: Item 08: NCRIC Threat Briefing

Staff Recommendation:

None

Action or Discussion Items:

Discussion

Discussion:

NCRIC Executive Director Mike Sena will present a threat briefing regarding the Special Event Assessment Rating (SEAR) and Suspicious Activity Reports (SARS) in the Bay Area. Current threats and trends will be discussed, as well as services offered by the NCRIC to support local agencies and other partners.



To: Bay Area UASI Approval Authority

From: Tristan Levardo, CFO

Date: June 8, 2023

Re: Item 9: Reallocation of Grant Funds

Staff Recommendation:

Information only

Action or Discussion Item:

Discussion only

Summary

Pursuant to the Approval Authority Bylaws, *Section 8.5 Modification of Grant Allocations*, the Management Team shall report project budget changes under \$250,000 to the Approval Authority on a biannual basis.

Item 10 - Appendix A illustrates the pertinent budget changes for the twelve months ended May 31, 2023.

Reallocation of Grant Funds (less than \$250K)

For the Period June 1, 2022 through May 31, 2023

Jurisdiction	UASI	Project, Solution Area	Project Categories	Initial Allocation	Reallocation	Cumulative Change	Justification
Alameda	FY21	2 - Equipment	National Priority Project - K9 Equipment	-	216,790	216,790	Reallocated funds to Oakland Airport
San Jose	FY21	2 - Equipment	National Priority Project - K9 Equipment	-	216,790	216,790	Reallocated funds to San Jose Airport
San Francisco	FY21	2 - Equipment	National Priority Project - K9 Equipment	-	216,790	216,790	Reallocated funds to SFPD
NCRIC	FY21	5 - Equipment	National Priority Project - Domestic Violent Extremism and Crime Gun Intelligence Center Training	671,250	726,250	55,000	Additonal funds allocated to NCRIC
Alameda EMS	FY22	9 - Training	Tactical Medical Technician Course	-	10,000	10,000	Reallocated funds from BATEP
Oakland	FY22	4 - Training	National Priority Project - Community Resilience	-	130,319	130,319	Reallocated funds for CERT Conference Support
			Grand Total for UASI Reallocation	671,250	1,516,939	845,689	