



**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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<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>

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			<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%



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<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%



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<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%



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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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		<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>

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		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%



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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. 	25%

		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%



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<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>

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			<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. 	

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			<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%



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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%



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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%



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<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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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%



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

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
Work Plan Fiscal Year 2023-2024**

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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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
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>William Kahan</p> <p>Securing the Cities (STC) Administrative Assistant</p> <p>8 am – 5 pm M - F</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>	<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. • Support the STC SFBA Program coordination, and development of Preventive Rad/Nuc Detection operations, plans and processes. • Evaluate and analyze information used in the development and implementation of PRND plans, policies, and procedures for the SFBA Area of Responsibility. • Research, analyze and provide reference information related to technical studies in PRND planning. • Review and analyze information for the preparation and dissemination of STC information and determine best practices for electronic and/or print presentations and distributions. • Provide information to staff on policies regarding PRND operations. • 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"> • Support and coordinate documentation for the STC SFBA Program. • 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. • 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. • Support the STC Program Manager to document, evaluate and develop new procedures to enhance the administration of the STC program. • Ensure the distribution of all work product to STC Principal Partners. • Prepare reports, memoranda, and correspondence for the STC Program. 	<p>25%</p> <p>15%</p> <p>10%</p> <p>15%</p> <p>5%</p> <p>10%</p>



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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