



**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2024-25**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Vacant</p> <p>Securing the Cities (STC) Senior Administrative Analyst</p> <p>M – F 8 am – 5 pm</p> <p>San Francisco</p>	<p>Goal 2 – Enhance Protection of Soft Targets</p> <p>Goal 10 - Protect Critical Infrastructure and Key Resources</p>	<ul style="list-style-type: none"> • Provide technical assistance to build STC Program capabilities. Assist State, local, and tribal governments in developing local radiological/nuclear detection capability resulting in awareness, equipment, training, technical support, exercises, and capability development. • Provide programmatic support in outreach, marketing, and collaborative efforts with local, state, and federal partners. • 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. • Provide support in developing contracts and MOUs. 	<ul style="list-style-type: none"> • Assist with expansion and capability building efforts for partners including job aids, tutorials, and program updates. Assist with training and exercise activities including instruction. • 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. • 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. • Assist in monitoring to ensure compliance. 	<p>35%</p> <p>25%</p> <p>20%</p> <p>15%</p> <p>5%</p>



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
<p>Amy Ramirez</p> <p>Training and Exercise Regional Project Manager</p> <p>M-F 8:30 am – 5:30 pm</p> <p>San Francisco</p>	<p>Goals 1-11</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 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, the Course Catalog, etc. 	<p>50%</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 Service	<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. 	5%
	Goal 7 Enhance Medical & Public Health Preparedness	External Coordination	<ul style="list-style-type: none"> • Liaise with regional medical/public health groups such as Association of Bay Area Health Officials (ABAHO) and Bay Area Mass Prophylaxis Working Group (BAMPWG) to ensure effective regional coordination and collaboration. 	5%
	Goals 1-11	UASI Program Support	<ul style="list-style-type: none"> • Perform project management duties; conduct quarterly UASI subgrantee 	10%



			<p>project monitoring, coordinate with fiscal team on RFPs and RFQ processes; negotiate vendor deliverables; develop and track project plans.</p> <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.	
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Angela Hong Grants Specialist M-F 8 am – 5 pm San Francisco	Management and Administration (Split funding: UASI and RCPGP)	<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. 	<ul style="list-style-type: none"> Administer HSGP 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"> 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. 	<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"> 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. 	<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"> Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and 	<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%

		<p>nongovernment organizations.</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 support in developing contracts and MOUs. 		
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Vacant Assistant General Manager Mon-Fri 8am-5pm San Francisco	Management and Administration	<ul style="list-style-type: none"> Developing, reviewing and implementing plans, protocols, goals, and strategies Supervising, training, assigning, and evaluating the activities of division personnel. Providing clarity to staff on roles, responsibilities, and expectations Monitor programmatic and financial management activities and identify and analyze opportunities for implementing efficiencies and improvements. 	<ul style="list-style-type: none"> Compliance with MOUs, bylaws, and any policies and procedures established by the Approval Authority Up to date understanding of DHS/FEMA funding, priorities, and policies. Policies and templates for performance plans and appraisals In house training plan and implementation of plan Organization chart Management Team Administrative Policies and Procedures Grants Policies and Procedures 	25%
		<ul style="list-style-type: none"> Direct project staff responsible for the development and coordination of the Bay Area UASI regional risk management program and project selection process 	<ul style="list-style-type: none"> Oversight of communication to stakeholders on risk management and planning program and activities and THIRA/SPR Bay Area Homeland Security Strategy 	75%

		<ul style="list-style-type: none"> • Direct project staff as they work with stakeholders to review goals, strategies, analyze gaps in capabilities. • Oversee tasks associated with application for and distribution of grant funds and programs and ensure compliance with applicable federal and state grant requirements. • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects and programs. • Work with working groups and Bay Area stakeholders to obtain input and make recommendations to the Approval Authority 	<ul style="list-style-type: none"> • Allocation and policy priorities • Project proposal and prioritization process documents • Project plans, timelines MOUs, and professional services contracts • IJs • UASI grant application • Review of project deliverables • Budget and spending tracking • Regular participation and report outs at Approval Authority meeting 	
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Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Christophe Arnold RCPGP Project Manager M-F 8 am - 5pm San Francisco</p>	<p>Goal 9 Enhance All Hazards Incident Planning, Response & Recovery Capabilities</p>	<ul style="list-style-type: none"> • Manage the Bay Area’s Regional Catastrophic Preparedness Grant Program (RCPGP) funded initiatives including related training and exercise tasks. 	<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) 	75%
		<ul style="list-style-type: none"> • Manage Emergency Management Work Group • Manage Public Information & Warning Work Group 	<ul style="list-style-type: none"> • Chair the Emergency Management Work Group (EMWG) and Public Information & Warning Work Group (PIWWG). Coordinate and manage related subcommittees to ensure UASI’s regional projects meet local needs. 	15%

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 	
		<ul style="list-style-type: none"> • 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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Vacant Contract Specialist M-F 8 am – 5 pm San Francisco	Management and Administration	<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. 	<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 	60%
		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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 	30%
		<ul style="list-style-type: none"> Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guidelines, and they 	<ul style="list-style-type: none"> Carry out full execution of all MOUs/LOAs Present updates to CFO and Program Managers on MOUs/LOAs 	10%

		<p>are supported by proper documentation.</p>	<ul style="list-style-type: none"> • Create RFP/RFQ for Professional Services Contracts. • Facilitate and/or participate on Review Panels. Write contracts using the City's P600 boilerplate and scope of services • 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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<p>Corinne Bartshire</p> <p>BATEP Regional Program Manager</p> <p>M-F 8 am-5 pm</p> <p>San Francisco</p>	<p>Goals 1-11</p>	<p>Administration and supervision of the Bay Area Training and Exercise Program (BATEP)</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 BATEP operational guidance. • 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). 	<p>60%</p>

			<ul style="list-style-type: none"> • Solicit and analyze customer feedback regarding BATEP operations / offerings. 	
		Internal Coordination	<ul style="list-style-type: none"> • Administer and direct the Bay Area UASI Website Improvement Project • Administer and provide guidance for management of a multi-disciplinary regional Training and Exercise Work Group (TEWG). • Supervise BATEP engagement with UASI work group meetings and evaluate discussion outcomes regarding training & exercise needs. • Supervise, manage, and coach UASI project managers to ensure the delivery of successful work products within the performance period. • Assist UASI Grants Manager with the development and completion of UASI investment justifications, grant application, Approval Authority items, newsletters, and reports. • Coordinate across UASI Management Team to ensure policies, initiatives and systems are leveraged to build organizational efficiency and meet grant performance outcomes. • Coordinate with CFO and other Program Managers to ensure project alignment across investments. • 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. 	30%
	Goals 1-11	External Coordination	<ul style="list-style-type: none"> • Direct and promote cross collaboration with subject matter experts and regional stakeholders such as Cal OES, FEMA, 95th CST, etc to ensure that overarching goals/objectives and mission of the Bay Area UASI aligns with federal and state homeland security strategies. 	10%



			<ul style="list-style-type: none"> • Attend and present at workgroup meetings, exercises, symposiums, and workshops to promote the work of the Bay Area UASI and increase public relations. • Represent UASI at meetings with local, state, federal, regional, national, international, private-sector and community-based organizations; prepare and present at national conferences and other speaking engagements. • Prepare reports and presentations for UASI Management Team and Approval Authority. • Collaborate with other UASIs and share training and exercise project ideas and best practices. • 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. 	
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<p>Craig Dzedzic</p> <p>UASI General Manager</p> <p>M-F 8 am–5 pm</p> <p>San Francisco</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 initiatives and project of the Approval Authority, the BAUASI, and other grant programs of the Department of Homeland Security. • Communicate and coordinate regularly with executive-level 	<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 UASI Program Manager, the UASI Chief Financial Officer (CFO), the UASI Bay Area Training Exercise (BATEP) Program Manager; and the Securing the Cities (STC) Program Manager. • Conduct weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • Consult with the Chair of the Approval Authority to develop agendas for 	

	<p>STC Grant Goals</p>	<p>management regarding the organization's activities and/or represent the organization before legislative boards or committees on a regular or as needed basis.</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 Securing the Cities (STC) Principal Partners Meetings. • Serve as a Liaison between Cal OES and the CA UASIs • 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. • 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. 	<p>Approval Authority meetings pursuant to the Bylaws of the Master MOU.</p> <ul style="list-style-type: none"> • 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 • 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. • Communicate regularly with the CWMD Office and the UASI program management staff to ensure that the STC grant requirements are effectively and efficiently satisfied. 	
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**Bay Area Urban Areas Security Initiative
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<p>Craig Mohar</p> <p>Risk Management Project Manager</p> <p>M-F 8:30 am – 5:00 pm</p> <p>San Francisco</p>	<p>Goals 1 -11</p> <p>Risk Management</p>	<ul style="list-style-type: none"> Administer the Risk Management Program for the Bay Area, including the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Performance Review (SPR) process. 	<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, evaluate, and initiate opportunities to refine and update the Risk Management program to incorporate capability assessments and evaluations. Coordinate and facilitate asset updates. Provide written status reports and provide oral presentations to General Manager, UASI Approval Authority, and other organizations as requested. Maintain records associated with project activities. 	<p align="center">90%</p>

		<ul style="list-style-type: none"> 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 with vendors; review and approve vendor deliverables and invoices; develop and track project plans. Represent UASI at meetings, conferences, and training events 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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<p>Vacant</p> <p>Communications and Technologies Regional Project Manager</p> <p>M-F 8am – 5pm</p> <p>San Francisco</p>	<p>Goal 3 – Enhancing Cybersecurity</p>	<p>Manage the Bay Area UASI’s National Priority Area investments in Cybersecurity.</p>	<ul style="list-style-type: none"> • Conduct project management duties to develop and enhance cybersecurity capabilities across the region through the following projects: <ul style="list-style-type: none"> ○ Regional Center for Cybersecurity Excellence ○ Cyber and Emergency Response Training ○ Cyber Academy Trainings ○ Cyber Bridge Regional Exercise ○ Artificial Intelligence (AI) Regional Gaps and Needs and Strategy Planning • Develop Regional Center of Cybersecurity Excellence framework plan. • Develop, design, and direct Cyber Bridge regional exercise. • Manage the allocation of cybersecurity equipment. • Develop and implement regional cybersecurity training curriculum consisting of a mix of off-the shelf and customized trainings. • Develop AI regional gaps and needs assessment and coordinate AI strategy planning efforts. • Oversee and lead the planning process for the cybersecurity symposium track for the UASI Public Safety Preparedness Summit. • Collaborate with regional Chief Information Security Officers (CISOs) to facilitate project development and implementation. • Chair quarterly Cyber Resilience Workgroup meetings. Establish 	<p>40%</p>

			<ul style="list-style-type: none"> • annual planning process to define workgroup goals and activities and lead annual project proposal discussions. • Convene and facilitate regional AI sub-committee consisting of multi-disciplinary subject matter experts. 	
	<p>Goal 5 Combating Domestic Violent Extremism (DVE)</p>	<p>Manage the Bay Area UASI's National Priority Area investments in Combating Domestic Violent Extremism (DVE) and preventing targeted violence.</p>	<p>Conduct project management duties to develop and enhance DVE capabilities across the region through the following projects:</p> <ul style="list-style-type: none"> ○ Threat Assessment and Management Team ○ K-12 School Violence Prevention Gaps and Needs Assessment ○ School Safety Symposium ○ NCRIC DVE Coordination ○ Restorative Justice Practices ○ Mental Health Film Creation ○ Social Emotional Learning for Justice Involved Youth ○ Psychosocial Online Violence Prevention ○ DVE and Targeted Violence Prevention Trainings • Oversee the Threat Assessment Management Team (TAMT) coordinator in working with the NorCal TAMT. • 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. • Oversee the Bay Area school assessment study to advance K-12 violence prevention. • Manage County Office of Education efforts to develop and conduct school safety symposiums. • Facilitate and coordinate multiple DVE and targeted violence prevention projects utilizing the primary secondary and tertiary models of violence prevention. 	40%



			<ul style="list-style-type: none"> • Develop and implement regional DVE and violence prevention training curriculum consisting of off-the shelf and customized trainings that can be a hybrid of online, eLearning and in-person. • Oversee and lead the planning process for the DVE symposium track for the UASI Public Safety Preparedness Summit. • Chair and facilitate the California Prevention Practitioners Network meetings. 	
		Regional stakeholder coordination; Project procurement and monitoring	<ul style="list-style-type: none"> • Perform other project management duties; conduct quarterly project monitorings, coordinate with fiscal team on RFP processes; negotiate contract statement of work (SOW) with vendors; review and approve contractor deliverables and invoices; develop and track project plans; hold regular meetings with contractors regarding project status. • Oversee and monitor hub and core city projects via Webgrants and provide technical assistance to subrecipients. • Participate in Risk Management Workgroup and provide information on cyber risk and DVE trends including threats, vulnerabilities, and consequences. • Coordinate regional stakeholders and provide SME input to the Bay Area THIRA SPR process ensuring NPA cyber and DVE gap closing strategies are effectively represented. • Coordinate with BATEP on cybersecurity and DVE trainings and lead the IPPW process with stakeholders. • Provide subject matter expertise on the FEMA NPAs for 	20%

			<p>cybersecurity and DVE and remain informed on related project requirements.</p> <ul style="list-style-type: none"> • Represent UASI at meetings with local, state, federal, regional, national, international, private-sector and community-based organizations; prepare and present presentations at national conferences and other speaking engagements; prepare reports and presentations for UASI Management Team and Approval Authority. 	
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Vacant Grants Specialist M-F 8 am – 5 pm San Francisco	Management and Administration RCPGP	<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. 	<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. 	30%
		<ul style="list-style-type: none"> 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. 	<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"> 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. 	<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"> 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"> Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. 	15%

		<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 support in developing contracts and MOUs. 	<ul style="list-style-type: none"> • Assist in conducting onsite monitoring visits to ensure compliance. 	10%
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Jocelyn Jarman Training and Exercise Administrative Specialist Mon.-Fri. 8 AM – 5 PM San Francisco	Goals 1-11	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 to 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%

	Goal 8 Strengthen Information Sharing & Collaboration	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%
	Goals 1-11	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
Work Plan Fiscal Year 2024-25**

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</p> <p>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. • 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 2024-2025**

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 FY25-26 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 	25%

			• Annual Report (May)	
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Matt Devine Securing the Cities (STC) Program Manager M-F 8am – 5pm San Francisco	Goal 2- Enhance Protection of Soft Targets Goal 10- Protect Critical Infrastructure and Key Resources	<ul style="list-style-type: none"> • 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%
		<ul style="list-style-type: none"> • Establish and oversee the program management office for the STC program. 	<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%
		<ul style="list-style-type: none"> • Oversee and manage vendor contract to execute year one deliverables. 	<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"> • 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. • At the request of the Countering Weapons of Mass Destruction (CWMD) Office, 	<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. 	10%

061324 Approval Authority June Agenda Item 3c: Annual Work Plans
Securing the Cities (STC) Regional Program Manager, Matt Devine

		<p>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>	<ul style="list-style-type: none"> • Develop short-term and long-term strategic plans and goals. Develop and implement policies, goals and objectives, and ensure the enforcement of all applicable laws, ordinances and regulations. • 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. • Provide ongoing training opportunities to support STC objectives to develop or enhance needs based first responder skillsets. • Prepare and present written reports and presentations, represent the organization and provide information to leadership groups as needed. 	<p>15%</p> <p>10%</p> <p>10%</p> <p>20%</p> <p>5%</p>
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Meredith Terrell Community Preparedness Analyst M - F 8 am – 5 pm San Francisco	Goal 4 Enhance Community Preparedness and Resilience	Manage the Bay Area UASI's National Priority Area investments in Community Preparedness and Resilience	<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 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. 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) 	40%
		Manage the community-based training and exercise activities via RCPGP funding	<ul style="list-style-type: none"> Support continuing RCPGP grant applications targeting Bay Area capabilities and alignment with FEMA priorities. Perform project management 	30%

			<p>duties; coordinate with fiscal team on RFPs and RFQ processes; negotiate vendor deliverables; develop and track project plans.</p> <ul style="list-style-type: none"> • Support community readiness exercises. 	
		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 Community Preparedness 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. 	10%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
<p>Mikyung Kim-Molina</p> <p>UASI Regional Program Manager</p> <p>M-F 8am – 5pm</p> <p>San Francisco</p>	<p>Goals 1-11</p> <p>National Priority Area Projects</p>	<p>Administration and supervision of the Bay Area UASI National Priority Area Projects.</p> <p>Administration and supervision of the Bay Area’s Regional Catastrophic Preparedness Grant Program Initiatives.</p>	<ul style="list-style-type: none"> • Under the direction of the General Manager, administer, oversee, and coordinate complex multiple regional National Priority Area (NPA) projects and Regional Catastrophic Preparedness Grant Program (RCPGP) initiatives. • Manage and oversee program management staff responsible for the development, implementation and monitoring of RCPGP initiatives and NPA projects which include enhancing cybersecurity, intelligence and information sharing, soft targets/crowded places, election security, community preparedness, and combating domestic violent extremism. • Supervise risk management and THIRA/SPR process to ensure alignment with DHS goals and core capabilities. • Monitor and ensure that grant funded project milestones are achieved and successfully completed within the grant performance period and in compliance with DHS directives and guidelines. • Research and interpret local, state, and federal statutes, regulations, policies, definitions, and directives as 	<p>60%</p>

			<ul style="list-style-type: none"> • it relates to implementing grant funded projects. 	
		<p>Coordinating and providing recommendations to the UASI General Manager regarding organizational structures, practices, protocols, and policies/procedures</p>	<ul style="list-style-type: none"> • Develop and/or update UASI Management Team policies, procedures, protocols, goals, and strategic plan. • Oversee implementation of goals and plan and create a process for identifying metrics and measurements for continuous improvement and evaluation of effectiveness. • Identify and develop new program areas to support the strategic direction of the organization. • Oversee and evaluate the activities of the UASI Management Team to ensure an equal and balanced distribution of resources and job responsibilities/assignments. • Solicit stakeholder feedback to measure program satisfaction and identify areas for improvement. 	20%
		<p>Internal Coordination</p>	<ul style="list-style-type: none"> • Supervise, manage, and coach UASI project managers to ensure the delivery of successful work products within the performance period. • Assist UASI Grants Manager with the development and completion of UASI investment justifications, grant application, and Approval Authority items. • Coordinate across UASI Management Team to ensure policies, initiatives and systems are leveraged to build organizational efficiency and meet grant performance outcomes. 	10%



			<ul style="list-style-type: none"> • Coordinate with CFO and BATEP Program Manager to ensure NPA project alignment to fiscal and training and exercise requirements. 	
		External Coordination	<ul style="list-style-type: none"> • Direct and promote cross collaboration with subject matter experts and regional stakeholders such as the NCRIC, FBI, DHS, Cal OES to ensure that overarching goals/objectives and mission of the Bay Area UASI aligns with federal and state homeland security strategies. • Attend and present at workgroup meetings, exercises, symposiums, and workshops to promote the work of the Bay Area UASI and increase public relations. • Represent UASI at meetings with local, state, federal, regional, national, international, private-sector and community-based organizations; prepare and present at national conferences and other speaking engagements. • Prepare reports and presentations for UASI Management Team and Approval Authority. • Collaborate with other UASIs and share NPA project ideas and best practices. 	10%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Molly Giesen-Fields Regional Grants Manager M-F 8 am – 5 pm San Francisco	Management and Administration	Supervision <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 Website Administration <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	Compliance <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%

		<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 with subject matter experts to ensure accuracy; submit applications in a timely manner. • Responsible for drafting and/or submitting UASI and other grant applications as needed. 	<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 	20%
			<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. • Engage and coordinate with Bay Area regional 	20%

			<p>agencies and organizations, as needed.</p> <ul style="list-style-type: none"> • 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 Areas Security Initiative
Work Plan Fiscal Year 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Natalie Jew Grants Accountant M-F 8 am – 5 pm San Francisco	Management and Administration	<ul style="list-style-type: none"> Organize the fiscal and accounting requirements of UASI grants in accordance with the Policies and Procedures Manual. 	<ul style="list-style-type: none"> Maintain accurate financial data including the budgets, encumbrances, actual expenses in Financial Accounting Management Information System (FAMIS). 	35%
		<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. 	<ul style="list-style-type: none"> Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. 	25%
		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Review, analyze and monitor budget and spending of grants and generate budget status and spending reports to the CFO. 	15%
		<ul style="list-style-type: none"> Assign, supervise, and evaluate staff accounting work in compliance with Generally Accepted Accounting Principles and applicable grant provisions. 	<ul style="list-style-type: none"> Assist in overseeing accounting staff to maintain efficient work flow and develop processes for timely reimbursements to subrecipients, cash request and grant reconciliations. 	20%
		<ul style="list-style-type: none"> Ensure that the Bay Area UASI's strategic goals align with a National or State 	<ul style="list-style-type: none"> Prepare financial reports as requested by CFO and UASI Management Team. 	5%

		<p>priorities as well with the Target Capabilities from the National Preparedness Guidelines.</p> <ul style="list-style-type: none"> • 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. • 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 		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Oscar Zhang Administrative Analyst M-F 8 am – 5 pm San Francisco	Program/Fiscal Management	<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. 	<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. 	40%
		<ul style="list-style-type: none"> 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 	<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. 	20%
			<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. 	30%
			<ul style="list-style-type: none"> Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. 	10%

		<p>cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State.</p> <ul style="list-style-type: none"> • 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 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. 	<ul style="list-style-type: none"> • Assist in conducting onsite monitoring visits to ensure compliance. 	
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		<p>reconciliation, as well as UASI grants model structure of projects and solution areas and grants administration.</p> <ul style="list-style-type: none">• Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits.		
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		<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 support in developing contracts and MOUs.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2024-25**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Vacant</p> <p>Securing the Cities (STC) Administrative Specialist</p> <p>M - F 8 am – 5 pm</p> <p>San Francisco</p>	<p>Goal 2 – Enhance Protection of Soft Targets</p> <p>Goal 10 - Protect Critical Infrastructure and Key Resources</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
		<ul style="list-style-type: none"> • Coordinate planning, delivery, and closeout of CTOS and STC courses and exercises including: <ul style="list-style-type: none"> - Confirming host agencies/venues - Coordination with vendors 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 STC Program, which includes preparing After Action reports, maintaining records, and other documents related to the project 	15%
		<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 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 	<ul style="list-style-type: none"> • Maintain inventory of STC related equipment including inventories, tracking, repairs, and shipping. 	5%



		asset and key resources in California.		
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Thomas English Chemical Biological Radiological Nuclear Explosive (CBRNE) Regional Project Manager M-F 8 am – 5 pm San Francisco	Goal 2 – Enhance Protection of Soft Targets Goal 10 - Protect Critical Infrastructure and Key Resources Goal 11 – Enhance Elections Security Goals 1-11 Homeland Security Exercise, Evaluation, and Training	Manage the Bay Area UASI's National Priority Area (NPA) investments in: -Enhancing Protection of Soft Targets / Crowded Places -Enhancing Election Security	<ul style="list-style-type: none"> Coordinate and manage budgets for assigned NPAs Plan and implement regional projects such as equipment procurements, trainings, exercises, and technical assistance leveraging and coordinating with investments via the Securing the Cities program Establish and monitor measures and metrics aligned with the Bay Area THIRA/SPR to track and evaluate project outcomes Support continuing grant applications by developing future project ideas with input from stakeholders, prior project outcomes, exercise after action reports, etc. 	40%
		Bay Area Training and Exercise Program (BATEP) Support & Training Coordination	<ul style="list-style-type: none"> Coordinate planning, delivery, and closeout of training courses for the fire services discipline. Support quarterly and annual reporting of BATEP training accomplishments. Organize and direct exercises for fire services personnel including hazardous materials response teams, search and rescue teams, etc. 	35%
		Work Group Management	<ul style="list-style-type: none"> Chair and facilitate the CBRNE Work Group Coordinate, plan, and facilitate regular BATEP updates with the fire services subcommittee to the 	15%

			UASI Training and Exercise Work Group (TEWG)	
		UASI Program Support	<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. • Prepare reports and presentations for UASI Management Team and Approval Authority. • Represent UASI at meetings with State, Federal, regional, private sector and community-based organizations 	10%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Tristan Levarado Chief Financial Officer M-F 8 am – 5 pm San Francisco	Management and Administration	<ul style="list-style-type: none"> Oversee the financial administration of HLS grants and the financial operations of the Bay Area 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. 	25%
		<ul style="list-style-type: none"> Direct the day-to-day operations of the Grants Management Unit and Admin Group in support of the Bay Area UASI mission and goals. 	<ul style="list-style-type: none"> Implement funding allocation and program plans in accordance with grant guidelines. 	20%
		<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. 	<ul style="list-style-type: none"> Develop policies and procedures to implement grant management objectives per grant management guidelines. 	15%
		<ul style="list-style-type: none"> Attend local/regional stakeholder meetings to implement best practices and state-wide preparedness goals and initiatives. 	<ul style="list-style-type: none"> Create reports for AA including project status reports, travel expense reports, etc. 	10%
		<ul style="list-style-type: none"> Participate in weekly staff 	<ul style="list-style-type: none"> Oversee activities of Post Audit, Single Audit, and other state and Federal audits. 	10%
			<ul style="list-style-type: none"> Oversee monitoring of sub recipient activities in compliance with grant provisions and generate meaningful monitoring reports. 	15%
			<ul style="list-style-type: none"> Issue accurate and timely MOUs and LOAs. 	5%

		<p>meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals.</p> <ul style="list-style-type: none"> • Provide fiscal and accounting support as well as technical assistance to UASI management team, and regional and local partners. • 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 2024-2025**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks and Job Functions	Allocation of Time
Vivina Santos Senior Management Assistant M-F 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 24-25 grant year • Begin preparing for FY 25-26 application process. • Support Hub process • Update UASI Grants Manual • Update other manuals as needed 	25%
		Continuity of Operations Plan	<ul style="list-style-type: none"> • 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%