

**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2012-13
Craig Dziedzic, UASI General Manager**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Craig Dziedzic UASI General Manager 8 am – 5 pm	Goal 1 Develop a Regional Risk Management and Planning Program	<ul style="list-style-type: none"> Provide region-wide leadership and administration of all grant initiatives in federal homeland security grants, in direct support of the homeland security strategies approved by the Approval Authority, awarded to the Bay Area Region. 	Execute Bay Area regional strategies and initiatives that align with Federal and State policies, goals and strategies. Develop, initiate, and implement division goals, objectives, policies/procedures, and priorities to determine service levels and resource allocations	25%
		<ul style="list-style-type: none"> Select, direct and manage a Management Team to support the Approval Authority and the BAUASI region's initiatives and projects, and make reasonable efforts to balance regional representation on the Management Team within budget. 	Direct the allocation of resources to achieve timely outcomes and measurable goals within budget; implement annual work plans and programs to meet emerging or new programs, while continuing to address major organizational goals, objectives, and priorities.	25%
		<ul style="list-style-type: none"> Monitor, supervise, and/or coach the assistant GM, the regional project manager, the Chief Financial Officer, and two Emergency Services Coordinators to align the performance and skill set of the Management Team with the goals of the organization. 	On a weekly basis, monitor the efficiency and effectiveness of the organization structure, staff assignments, service levels and administrative systems; identify and analyze opportunities for improvement and implement improvements.	15%
		<ul style="list-style-type: none"> Communicate regularly with executive-level management regarding the organization's activities and coordinate and represent the organization before legislative boards, 	Develop, implement, and manage a working budget, organization chart, and annual work plan, for the BAUASI organization.	

		<p>committees, outside organizations, and governmental organizations.</p> <ul style="list-style-type: none"> • Attend BAUASI quarterly meetings to implement best practices and state-wide preparedness goals and initiatives. • Conduct weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • On a monthly basis, schedule and meet with individual members of the approval authority, advisory group, and other regional stakeholders to enhance working relationships. 	<p>Coordinate, collaborate, and implement policies, procedures, and regulations of the San Francisco Dept. of Human Resources, including complying with specific union agreements and MOUs.</p> <p>Work with the Chair of the Approval Authority to prepare agendas, minutes, and quarterly staff reports for the monthly Approval Authority meetings pursuant to the Bylaws of the Master MOU.</p>	<p>15%</p> <p>20%</p>
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Elizabeth Holden, <i>Planner</i> 8 am – 5 pm San Francisco	Management and Administration	Manage the launch of a new website	<ul style="list-style-type: none"> • Lead RFP, Contract Procurement (deliverables, scope of work, timeline) • Continue vendor relationship with chosen design firm, conduct weekly meetings • Coordinate and approve design specs from vendor; serve as liaison for UASI in articulating needs and mission to web designers • Manage maintenance and hosting of new site • Train staff and regional users how to upload documents and audio • Build relationships with IT professionals within the city to coordinate website launch 	50%
	Management and Administration	Develop and create marketing materials	<ul style="list-style-type: none"> • Update UASI logo • Create graphics, format, and edit Annual Report • Create original Media (photos, graphics, videos) for website • Design and write copy for print brochure • Write up-to-date copy for website pages (general information, programs, projects, grants process, etc.) 	15%
	Goal 6: Strengthen Planning and Citizen Preparedness Goal 7: Enhance Recovery	Manage ongoing RCPGP projects: SPUR and ABAG	<ul style="list-style-type: none"> • Act as RCPGP Program Manager for SPUR and ABAG projects • Organize and review deliverables • Work with vendors to ensure that materials are received on time and submitted 	15%

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	Capabilities		<p>correctly</p> <ul style="list-style-type: none"> • Work with Grants Team to check that deliverables and reimbursement claims are correct • Update MOUs • Maintain active relationship with project leads at SPUR and ABAG 	
	Management and Administration	Update and maintain existing Sharepoint website	<ul style="list-style-type: none"> • Create hyperlinks, audio and document libraries, use HTML to update homepage, train regional website users, manage services with hosting-service provider) • Serve as sole webmaster for Approval Authority document uploads • Edit documents for final review before posting to website • Provide graphics support to staff • Create report templates • Create Powerpoint, organizational charts, and other documents as needed to support staff 	20%
	Goal 1: Develop a Regional Risk Management and Planning Program	Organize Collaborative Strategy Workshop with Marine Exchange and Cal Maritime Academy	<ul style="list-style-type: none"> • Create promotional material for workshop • Coordinate two speakers and three subject matter experts to participate in workshop • Represent the UASI in meetings with Marine Exchange and Cal Maritime Academy • Attend full day workshop 	May – June, 2012

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<p>Nubia Mendoza Administrative Assistant</p> <p>8:30 am – 5:30 pm M - F</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Prepare and distribute agenda, notices, minutes, and documents of the Approval Authority and maintain records of meetings and official actions of the Approval Authority • Gather and distribute requested information on behalf of the Approval Authority Chair, General Manager, and Executive Management staff to provide written answers to Approval Authority • Serve as the liaison to the DEM Human Resources Manager by requesting the posting of vacant positions, and ensuring annual performance appraisals are submitted on a timely basis • Work with managers and staff to develop and implement operational policies to ensure the efficient operation of the UASI Program office • Provide administrative support to UASI Management staff, including but not limited to, updating the master calendar of meetings, managing office equipment inventory and distribution, scheduling executive management and 	<ul style="list-style-type: none"> • Manage and coordinate documentation for Hub Coordinators, Management Team and the Approval Authority • Gather and compile information to provide support to Homeland Security Bay Area regional projects, which includes researching and preparing technical reports, records, and other documents related to emergency planning and management • Maintain records and reports in compliance with federal, state, and local laws, and Master MOU, Bylaws, and any policies and procedures established by the Approval Authority • Work with Executive Management staff to evaluate procedures, identify and analyze problems and issues, and recommend and document new procedures to enhance the administrative support functions of the office • Monitor and coordinate the human resources 	<p>30%</p> <p>20%</p> <p>20%</p> <p>10%</p> <p>5%</p> <p>15%</p>

		management team meetings, providing facility management, and coordinating the ordering and distribution of office supplies.	functions of the office to support the timely achievement of goals and objectives of the program <ul style="list-style-type: none">• Prepare reports, memoranda, and correspondence for UASI Management Team	
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Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Catherine Spaulding Assistant General Manager 8 am- 5 pm</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Supervising, training, assigning, and evaluating the activities of division personnel • Developing, reviewing and implementing plans, protocols, goals, and strategies to Bay Area UASI • Monitor programmatic and financial management activities, and identify and analyze opportunities for implementing efficiencies and improvements 	<ul style="list-style-type: none"> • Performance plans and appraisals • 360 evaluations • In house training plan and implementation of plan • Organization chart • Ensure compliance with MOUs, bylaws, and any policies and procedures established by the Approval Authority • Up to date understanding of DHS funding and priorities • Project plan template • Updated Management Team Administrative Policies and Procedures • Updated Grants Policies and Procedures • Review of NCRIC funding and activities 	<p>50%</p>
	<p>Develop a regional risk management and planning program</p>	<ul style="list-style-type: none"> • Direct project managers responsible for the development and coordination of the Bay Area UASI regional risk management program and oversee project managers as they facilitate work groups to review goals, assess the existing Strategy, analyze gaps in capabilities; determine regional target capability levels to meet specific performance 	<ul style="list-style-type: none"> • Effective communication to stakeholders on risk management and planning program and activities • RAC kick off meeting • Capability assessment • Gap analysis report • THIRA • Updated Bay Area Homeland Security Strategy • Allocation and policy 	

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		<p>requirements</p> <ul style="list-style-type: none"> • 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 Advisory and Working Groups, as well as appropriate Bay Area stakeholders to obtain input and make recommendations to the Approval Authority 	<p>priorities</p> <ul style="list-style-type: none"> • Project proposal and prioritization process documented and implemented • Relevant plans and timelines • IJs • UASI grant application • Deliverable milestones met on projects • Project plans, MOUs, and consultant contracts successfully implemented • Budget and spending tracking • Regularly participation and report outs at Working and Advisory Group meetings as well as Approval Authority meetings 	
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Mary Landers Regional Grants Manager SFDEM 8 am – 5 pm San Francisco	Goal 1 Develop a Regional Risk Management and Planning Program	Manage the programmatic and financial grant requirements for the Regional Catastrophic Grant Program (FY 2007/2008, FY 2009, FY 2010, and FY 2011)	<ul style="list-style-type: none"> • Manage procurement processes, including , developing RFPs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, and preparing recommendations for contract awards; 	15%
	Goal 6 Strengthen Planning and Citizen Preparedness	<ul style="list-style-type: none"> • Verify grant performance and submit reports to UASI management staff, and oversight agencies 	<ul style="list-style-type: none"> • Meet with project managers and contractors on a monthly basis to discuss project goals, objectives, timelines, milestone progress, and track completion of projects to meet grant end dates 	45%
	Goal 7 Enhance Recovery Capabilities	<ul style="list-style-type: none"> • Develop, manage, and monitor RCPGP grant budgets, including processing of grant modifications, cash requests, and reports 	<ul style="list-style-type: none"> • Manage contractors and project staff to ensure compliance with contractual parameters and alignment with grant guidelines and conduct evaluation of contractors; 	10%
		<ul style="list-style-type: none"> • Coordinate jurisdictional and regional RCPGP grant compliance • Work with grant sub-recipients to develop project implementation plans for use in defining and measuring specific and achievable milestones 	<ul style="list-style-type: none"> • Attend RCPT and working group meetings as necessary to monitor and evaluate the effectiveness and efficiency of the program’s service delivery system, identify and recommend alternative approaches or improvements; 	15%
		<ul style="list-style-type: none"> • Review sub-recipient MOUs, professional services contracts, amendments, and other agreements with contractors/vendors • Prepare programmatic and financial status reports as required. UASI	<ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects to ensure jurisdictions are compliant with grant guidelines and meeting their performance milestones and deliverables; • Coordinate with State and Federal agencies, RCPGP, 	5%

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		<p>BZPP</p> <ul style="list-style-type: none"> • Manage the programmatic and financial grant requirements for the Buffer Zone Protection Program Grant (FY 08, FY 09, and FY 10) • Work directly with the SFPD to ensure that all funds are expended in accordance with the federal Vulnerability Reduction Purchase Plan (VRPP) • Prepare and submit all reports in accordance with grant guidelines <p>All Grants</p> <ul style="list-style-type: none"> • Prepare legislation and supporting documentation for submittal to the Board of Supervisors. • Work closely with DEM representative to provide additional information/clarification as needed. 	<p>and UASI sites to share best practices; and</p> <ul style="list-style-type: none"> • Prepare grant applications and written status reports, provide oral presentations and briefings to local and regional emergency management groups, Advisory Groups, Approval Authority, and local, state, and Federal agencies, prepare legislative documents, and maintain all records associated with project activities. 	
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<p>Dennis Houghtelling Exercise and Training Program Manager Alameda County Sheriff's Office 8 am – 5 pm T SF M, W-F</p>	<p>Goal 8 Enhance Homeland Security Exercise, Evaluation and Training Programs</p>	<p>Administer and manage the Regional Training and Exercise Program</p> <ul style="list-style-type: none"> • Create a multidisciplinary Training and Exercise Team • Implement and revise/update as necessary the 3-Year Regional Training and Exercise Plan • Meet regularly with the Regional Training and Exercise policy level Executive Steering Committee of executive level managers and administrators to obtain input on region-wide training and exercise priorities as they relate to Homeland Security • Analyze all existing and relevant training plans and priorities and present findings to the Executive Committee to receive input, priorities, and direction, and recommend and implement alternative delivery models for efficient and effective implementation of training and exercises • Implement and operate the Regional UASI Training Program and incorporate a Training Plan to support the successful implementation of all plans and annexes developed through the FY 2007/2008, FY 2009, FY 2010 and 2011 Regional Catastrophic Preparedness Grant Program • Lead, facilitate, and execute a regional full-scale exercise (Urban Shield) and coordinate other regional exercises • Continue in the development of a Regional Overhead Planning Team (REOPT) • Produce After Action Reports (AAR) for Regional Exercises, and ensure that Improvement Plans 	<ul style="list-style-type: none"> • Plan, monitor, evaluate, and manage the day-to-day operations of the Regional Exercise and Training Program 	20%
			<ul style="list-style-type: none"> • Manage the implementation of the 3-Year Regional Training and Exercise Plan and coordinate the activities of the Regional Overhead Planning Team 	20%
			<ul style="list-style-type: none"> • Formulate and implement policies and procedures to ensure that the performance of training and exercise activities are in compliance with all UASI grant guidelines and requirements 	15%
			<ul style="list-style-type: none"> • Monitor the work of and coach subordinates to improve performance 	15%
			<ul style="list-style-type: none"> • Oversee the development of MOUs, contracts, and agreements with other jurisdictions and/or vendors 	10%
			<ul style="list-style-type: none"> • Develop and maintain financial management plans and policies that govern the expenditure of grant funds on training and exercise activities, and the reimbursement of grant funds to the region 	10%
			<ul style="list-style-type: none"> • Maintain all records, including AAR/IPs, prepare periodic reports and recommendations 	5%
				5%

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	<p>Goal 1 Develop a Regional Risk Management and Planning Program</p>	<p>and performance gaps are identified for future funding by UASI</p> <ul style="list-style-type: none"> • Establish methodologies for assessing, evaluating and measuring the effectiveness of UASI funded projects, equipment, and plans • Prepare monthly reports and produce a FY 2011 Regional Training and Exercise Grant report that contains a summary of training and exercise activities and accomplishments of the FY 2011 grant cycle • Prepare and manage annual budget, file reimbursement requests on a quarterly basis, and provide and maintain required supporting documentation • Serve as the Hub Liaison and Hub Coordinator for the East Bay Hub. Coordinate activities of the East Bay Hub as deemed appropriate by UASI Management. 	<p>to the Bay Area UASI Management Team, Advisory Group, and Approval Authority, and prepare information for the annual report</p> <ul style="list-style-type: none"> • Serve as a liaison to local, state, and federal agencies, private sector partners, and non-governmental agencies 	
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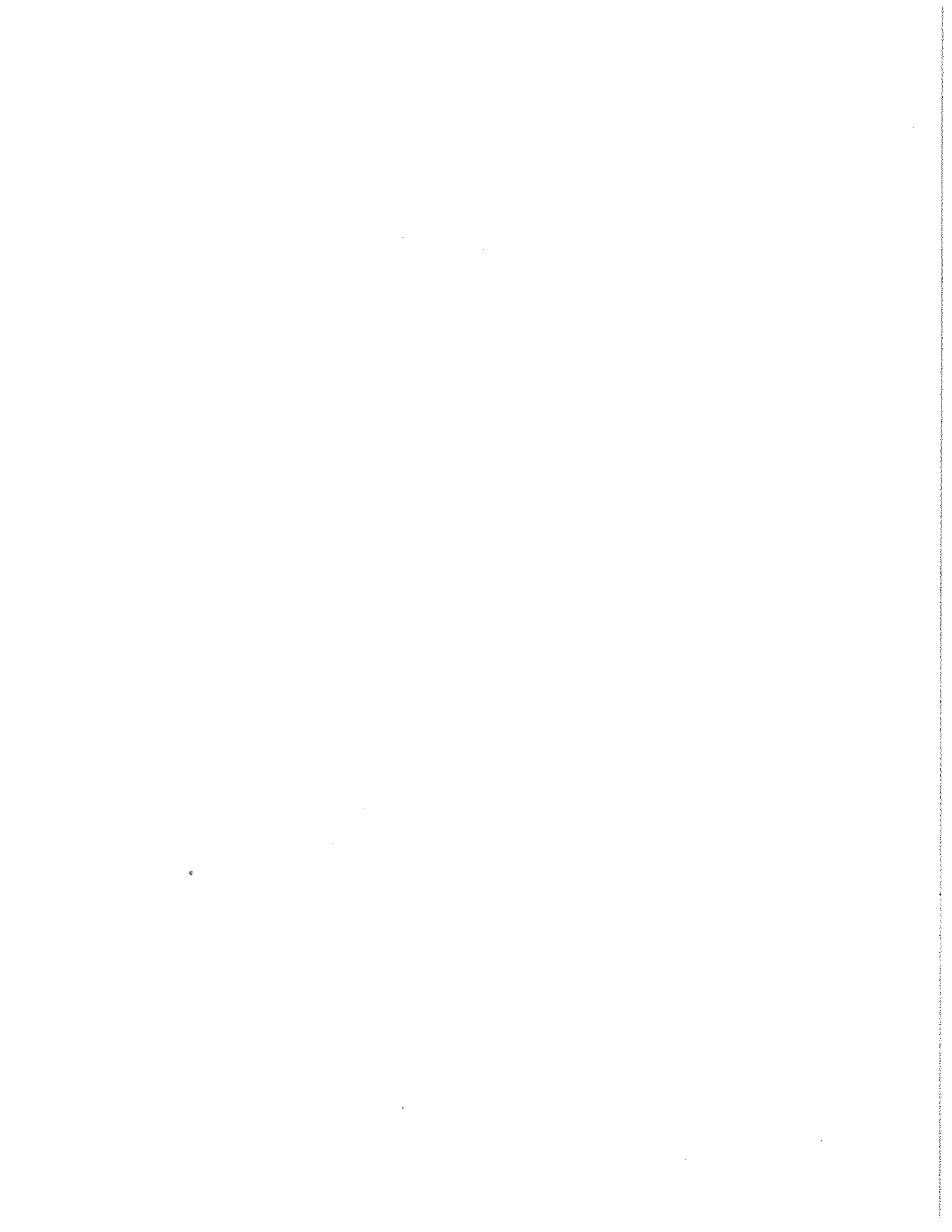
Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
Frances Culp 8 am – 5 pm	Goal 5 Enhance Medical, Public Health, & Mass Care Preparedness	<ul style="list-style-type: none"> Participate in inter-departmental strategic planning, and identifying the mission, goals, and objectives of the UASI grant program, with a focus on integrating public health and emergency medical services priorities into BAUASI projects and programs 	<ul style="list-style-type: none"> Assist with the application for and distribution of federal and/or state grants. Provide regional coordination, monitoring, management, and oversight of grant-funded projects and programs. 	25%
		<ul style="list-style-type: none"> Undertake a regional medical surge planning project to assess the state of medical surge planning throughout the BAUASI region 	<ul style="list-style-type: none"> Serve as project manager, working closely with the selected contractor and stakeholders throughout the region to ensure deliverables are completed well and on time. Ensure the following project deliverables through the medical surge planning project: 1) provide technical assistance to help counties identify policies and procedures to support regional cooperation in case of a disaster; and 2) develop a final report(s) including a gap analysis regarding regional medical surge planning and patient tracking, and a road map for next steps. 	30%
		<ul style="list-style-type: none"> Convene advisory and/or working groups as necessary, and attend meetings representing the division/department to ensure region-wide 	<ul style="list-style-type: none"> Represent BAUASI in meetings related to regional projects, policies, or procedures. Chair and provide staff support for the Regional Catastrophic Planning Team/Medical and Public Health Advisory Group and assist with subject 	25%

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Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		communication and participation in health and medical-related emergency preparedness planning	matter working groups; attend the Association of Bay Area Health Organizations – Public Health Preparedness work-group, providing a monthly update on my activities; and participate in other bay area advisory and work-groups.	
		<ul style="list-style-type: none"> • Assist with Regional Catastrophic Planning Grant Program (RCPGP) funded projects that involve health/medical components. 	<ul style="list-style-type: none"> • Assist with RCPGP-funded projects that are related to health and medical preparedness, and act as project manager in the absence of a staff-person serving as the RCPGP Program Manager. • Update local mass casualty plans and integrate local plans with the California Disaster Health Operations Manual. • Assist with trainings and exercises undertaken region and state-wide. 	20%

	Analysis and Infrastructure Protection Capabilities	security gaps and capabilities locally and throughout the region.	events <ul style="list-style-type: none">• Coordinate monthly regional law enforcement meetings• Attend and participate in regional joint training exercises• Develop policies related to large-scale events• Ensure proper large-scale event training is provided for officers	GOAL 2: 50%
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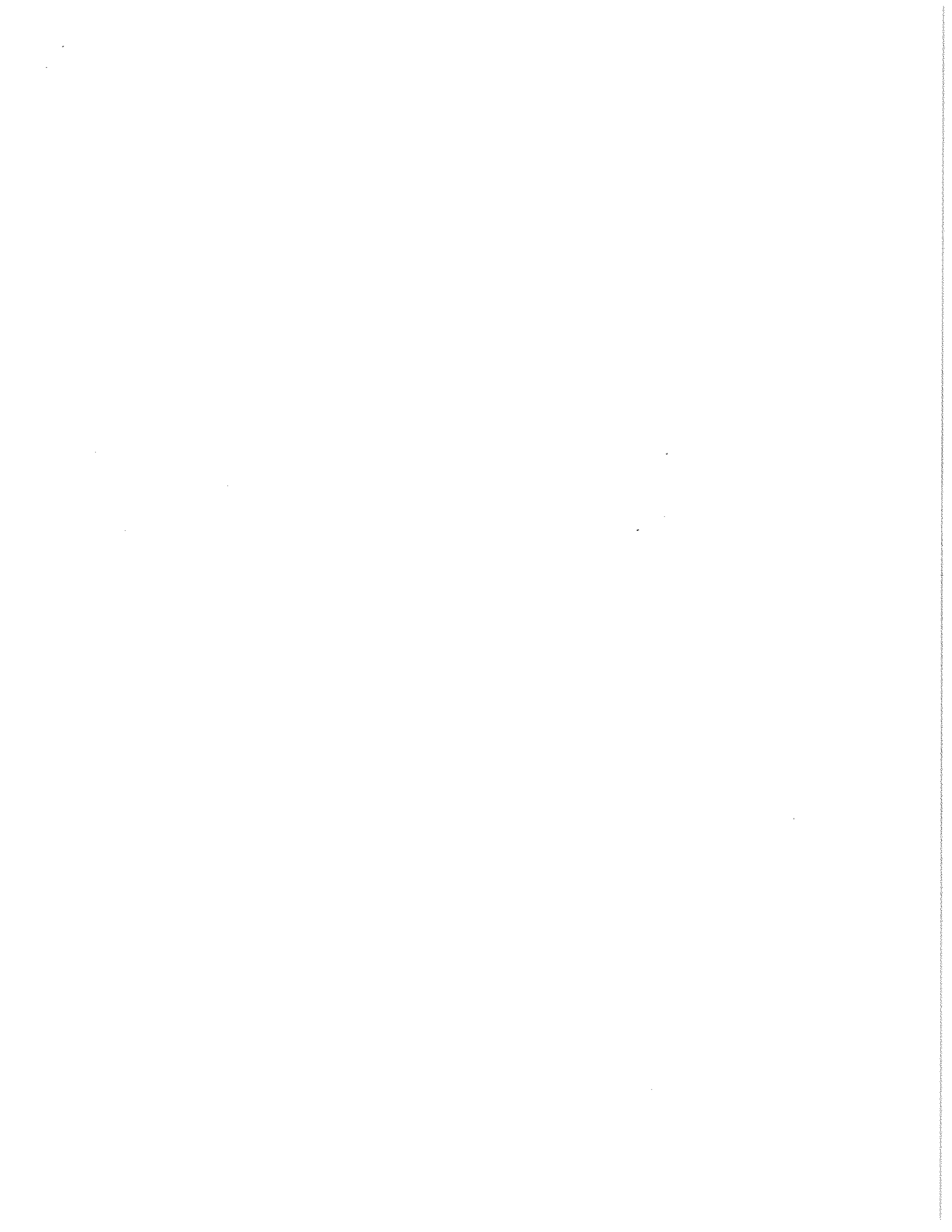
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Jeff Blau Interoperable Communications Project Manager SFDEM 8 am – 5 pm San Francisco</p>	<p>Goal 3 Strengthen Communications and Interoperable Communications</p>	<ul style="list-style-type: none"> • Facilitate Interoperability Work Group meetings to share and gather information pertaining to the sub-recipient grant funded projects • Prepare, process, track, and coordinate with sub-recipients environmental and historical preservation (EHP) reports, sole requests, modification requests, Equipment Inventory Work Sheets and the UASI Regional Grants Manager for submittal to the state for approval • Serve as the Project Manager for the BayLoop Microwave System • Review and approve interoperability equipment reimbursement requests submitted by sub-recipients and ensure compliance with grant requirements, including review for completeness of the equipment inventory sheets • Monitor sub-recipients to track and gather information regarding the status of grant funded projects and completion 	<ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects to ensure compliance with performance milestones and grant guidelines • Manage and coordinate the preparation and processing of sub-recipient EHP reports, sole source and modification requests • Communicate regularly with local, regional, state, and federal partners, assess and respond to stakeholder concerns and issues, and provide updates on interoperability projects. • Coordinate and manage Interoperability Work Group meetings, prepare meeting agendas and minutes, and post to website • Prepare written status reports for Program Manager, General Manager, UASI Approval Authority, and other organizations as requested. • Maintain all records associated with project activities, work group meetings, and monitoring visits. 	<p>35%</p> <p>35%</p> <p>10%</p> <p>10%</p> <p>5%</p> <p>5%</p>

		<p>of performance milestones, and coordinate programmatic monitoring visits with Grants Management Unit staff</p> <ul style="list-style-type: none"> • Serve as a voting member of the Capitol Bay Planning Area (IECGP grant) to work with the 22 Capitol Bay Planning Area counties to complete their IECGP funded projects and coordinate the NECP Goal 2 reports from the 12 Bay Area counties • Represent the Bay Area region on the California Statewide Interoperability Executive Committee (CalSIEC) 		
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<p>Julie Linney CBRNE/T&E Project Manager Santa Clara County Fire Dept. 7:30 – 5:00 San Francisco, Dublin, Los Gatos and Other Areas as needed.</p>	<p>Goal 4 Strengthen CBRNE Detection, Response, and Decontamination Capabilities</p>	<p>Administration and Management of UASI CBRNE Initiative</p> <ul style="list-style-type: none"> FY 2010 – Provide guidance and assistance in finalizing all CBRNE projects and all records and documents pertaining to Project D 	<ul style="list-style-type: none"> Coordinate and manage working group meetings and ensure appropriate SMEs are present to vet project proposals as necessary; 	<p>20%</p>
	<p>Goal 8 Enhance Homeland Security Exercise, Evaluation and Training Programs for Regional Catastrophic Preparedness Grant Program (RCPGP)</p>	<ul style="list-style-type: none"> Assist in the development and implementation of FY 2011, 2012 MOUs; Host monthly working group meetings, provide agenda, and minutes. 	<ul style="list-style-type: none"> Prepare Attachment A of the MOU's for sub-recipient approval; Prepare agendas and minutes for CBRNE working group and post to UASI website; 	<p>15%</p>
		<ul style="list-style-type: none"> Maintain constant communication with sub-recipient project leads for project status and assistance. Prepare annual, quarterly and monthly reports as needed. Attend Approval Authority and Advisory Group Meetings Attend weekly UASI staff meetings and report out on CBRNE project status. 	<ul style="list-style-type: none"> Provide guidance to sub-recipients to ensure compliance with grant guidelines and ensure that they are meeting performance milestones for deliverables; Prepare written reports, provide oral presentations and briefings to Approval Authority and Advisory Group as necessary; 	<p>20%</p>
		<p>RCPGP</p> <ul style="list-style-type: none"> FY 2010 - Assist Exercise & Training Program Manager with the implementation of Training for the RCPGP Attend weekly T & E staff meetings. 	<p>RCPGP</p> <ul style="list-style-type: none"> Prepare written reports, provide oral presentations and briefings to Approval Authority and Advisory Group as necessary; 	<p>10%</p>
		<ul style="list-style-type: none"> Attend and assist, as needed, monthly meetings for RCPGP. 	<p>RCPGP</p> <ul style="list-style-type: none"> Coordinate with State and Federal agencies regarding training for RCPGP; Coordinate and manage all training with regards to RCPGP throughout the region. 	<p>35%</p>



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<p>Kevin Jensen Risk Management/METRICS Project Manager Santa Clara County Sheriff 7 am – 4 pm M/T SF 7:30 am – 4:30 pm W/Th/F Santa Clara County</p> <p>Unless facilitating working groups, workshops, project planning, or other meetings</p>	<p>Goal 1 Develop a Regional Risk Management and Planning Program</p>	<p>UASI Lead project manager for Threat and Hazard Identification and Risk Assessment (Goal#1)</p>	<ul style="list-style-type: none"> • Manage procurement process, including , developing RFPs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, and preparing recommendations for contract awards; 	<p>5%</p>
	<p>Goal 2 Enhance Information Analysis and Infrastructure Protective Capabilities</p>	<ul style="list-style-type: none"> • Facilitate and coordinate the Risk Validation Workshops, manage the PCII certification process, and coordinate NCRIC final review and validation of the data 	<ul style="list-style-type: none"> • Prepare Appendix A of MOU's for sub-recipient approval 	<p>30%</p>
		<ul style="list-style-type: none"> • Schedule capabilities assessment workshops, engage SME to assist in the assessment process, and review the risk analysis and capability relevance information 	<ul style="list-style-type: none"> • Manage contractors to ensure compliance with contractual parameters and alignment with grant guidelines and conduct evaluation of contractors; 	<p>15%</p>
		<ul style="list-style-type: none"> • Review risk reports and gap analyses and facilitate briefings in hubs or operational areas, and core cities 	<ul style="list-style-type: none"> • Coordinate and manage working group meetings ensuring the required stakeholders and SME are included in the meetings to obtain input, serve as the liaison between these groups to ensure regional coordination and collaboration, and prepare and post meeting minutes; 	<p>35%</p>
		<ul style="list-style-type: none"> • Provide UASI Project Management support and direct contract oversight to the Fusion Center and provide liaison between the Fusion Center and UASI Management Team for the Risk Management initiative 	<ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects to ensure jurisdictions are compliant with grant guidelines and 	<p>10%</p>

		<ul style="list-style-type: none"> • Provide Project Management support to the regional partners in the gap analysis and capabilities assessment and assist with Executive Briefings on regional risk and threat • Facilitate the Bay Area Information Sharing Systems (BAISS) meetings and liaison with CalEMA for the COPLINK program • Provide project management support to regional partners for Information sharing through technical solutions such as RMS to RMS and ALPR 	<p>meeting their performance milestones and deliverables; and</p> <ul style="list-style-type: none"> • Prepare written status reports, provide oral presentations and briefings to local and regional emergency management groups, Advisory Groups, Approval Authority, and Federal and State agencies, and maintain all records associated with project activities. 	5%
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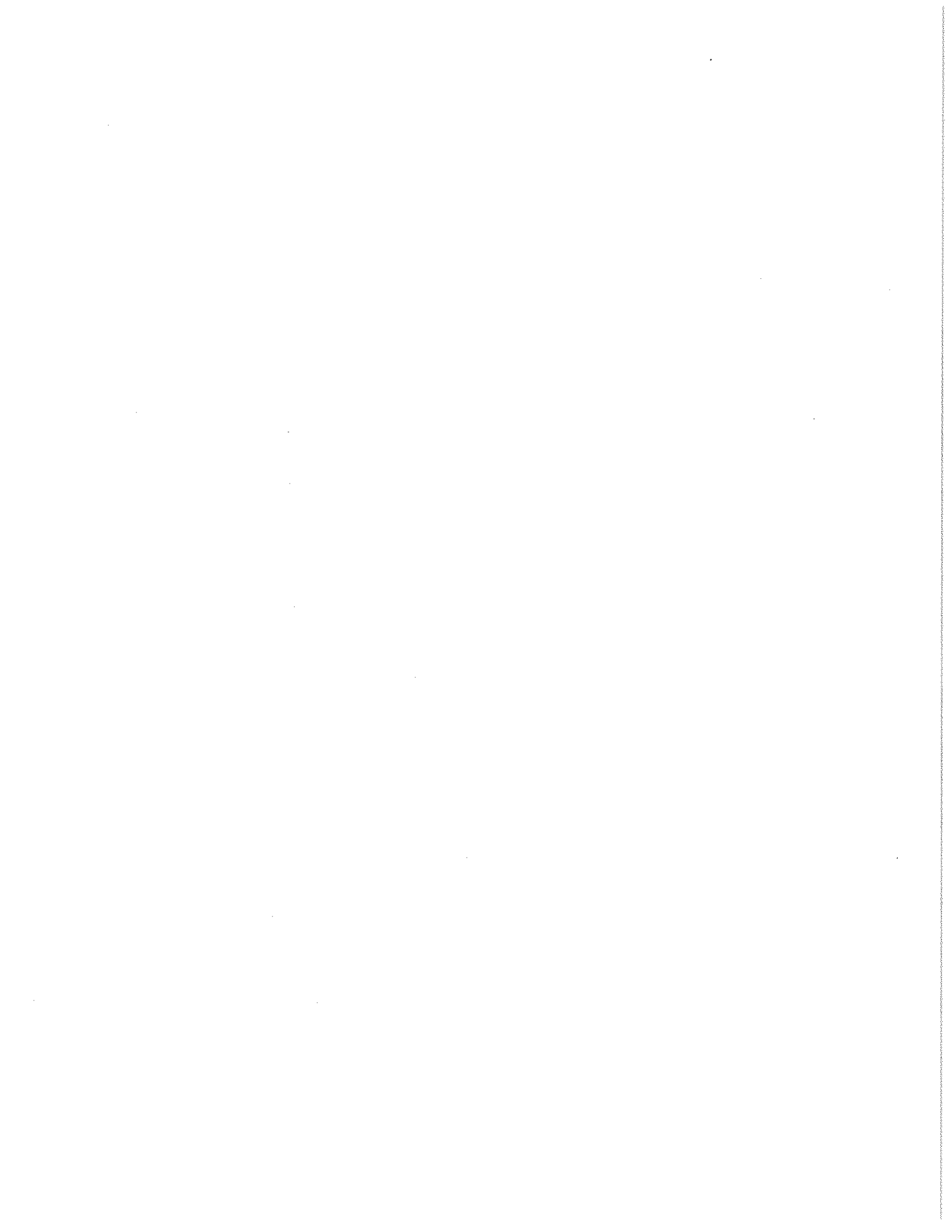
**Bay Area Urban Area Security Initiative
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Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Jane Mason, Grants Manager</p> <p>SFDEM 8 am – 5 pm San Francisco</p>	<p>Management & Administration</p>	<ul style="list-style-type: none"> • Manage the financial, fiscal & budgetary operation & grant activities within the purview of grant guidelines & regulations. Currently manage the UASI, PSIC, IECGP and COPS grant programs. Essential assignments and responsibilities include the followings: • Analyze funding appropriation to the Bay Area regional partners/jurisdictions, develop budget analysis and set up grants budget allocations by projects and solution areas accordingly. • Work with sub-recipients in reviewing and analyzing grant reimbursement requests submitted to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. • Prepare and generate financial management workbook submissions to the State for modification requests as well as cash reimbursement requests to ensure budgets are aligned and project deliverables meet all grant requirements. • Prepare and generate the Biannual Strategic Implementation Report (BSIR) submissions to the State for the UASI, IECGP and PSIC grant 	<ul style="list-style-type: none"> • Tasks and job duties are listed under section of Assignments and Responsibility and continue with the followings: • Work with UASI project managers to monitor project movement and development in order to ensure funding is sufficient to meet project needs; communicate with contract specialist to ensure modification of MOU is amended with proper funding and project deliverable dates are reset if necessary. • Review, analyze and monitor budget and spending of responsible grants and generate budget status and spending reports to the CFO. • Maintain contact with project managers and sub-recipients to monitor and track grants spending to ensure eligibility of expenditures is in line with regulations and guidelines, and to ensure goals and objectives are met as well as funds are fully spent and grants are closed on 	<p align="center">40%</p>
				<p align="center">20%</p>
				<p align="center">30%</p>

		<p>programs.</p> <ul style="list-style-type: none"> • Prepare, coordinate and respond to Federal and State monitoring visits and audits; Prepare and respond to local annual single audits as well as Controller’s annual post audits of financial operation. • Perform regional sub-recipient monitoring field visits and desk reviews of grants administration. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants. • Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits. • 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. 	<p>time.</p> <ul style="list-style-type: none"> • Define monitoring objectives, methodology and specifications; Develop, revise and modify monitoring checklist; prepare monitoring notification letters to sub-recipients; coordinate and setup visiting schedules with sub-recipients and project managers. • Conduct monitoring site visits including entrance and exit conferences with sub-recipient staff. Perform desk review of grants operation, records and administration; conduct field visit to inspect equipment items and their deployed locations. • Identify issues or problem, meet with sub-recipients to discuss observations or findings; gather information, collect data and analysis for preparation of monitoring reports. • Review and approval of grants operational transactions in the City’s financial management system as well as detect issues and problem and provide solutions. 	<p>10%</p>
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2011-12**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Yuri Hardin Grants Accounting Analyst 8 am – 5 pm</p>	<p>Management & Administration (M&A)</p>	<ul style="list-style-type: none"> • Manage and administer fiscal 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 • 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 workbooks for cash requests and modification requests in a timely manner • Prepare financial reports as requested by CFO and UASI Management Team 	<p>70%</p> <p>25%</p> <p>5%</p>



			<p>Professional Services Contracts.</p> <ul style="list-style-type: none"> • Facilitate and/or participate on Review Panels. Write contracts using the City's P500 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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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2012-13**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Susan Salvador Grants Accounting Analyst 8 am – 5 pm</p>	<p>Management & Administration</p>	<ul style="list-style-type: none"> • Manage and administer fiscal 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 compliance 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 • Prepare financial reports as requested by CFO and UASI Management Team 	<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. 	<p>100%</p>

