

EXHIBIT A

A Sample of the Regional Hub Planner Job Description

Appendix A — Authorized Expenditures and Timelines

ENTITY: FY11 UASI-SONOMA

Total allocation to be spent on the following solution areas:

UASI Project Letter and Title	Solution Areas	Program Description	Project Milestone Dates (To be Completed on or near)	Deliverable Dates	Amount
<p>Project A Enhance Risk Management and Planning</p>	<p>Planning</p>	<p>North Bay Hub Risk Capability Planner will coordinate vulnerability and risk assessments, manage and develop grant projects that increase regional response capability, liaison with the UASI Management Team and assist in developing regional priorities based on risk and capability for the North Bay Hub Operational Areas.</p> <p>This Planner (1.0 FTE) is an employee of Sonoma County.</p> <p>Planner shall fulfill the following deliverables:</p> <ul style="list-style-type: none"> • Meet with Emergency Managers from Napa, Solano, Marin, and Sonoma Counties to establish a baseline for risk assessment, current projects approved by the Approval Authority along with those in the approval pipeline. Gain insight into each Op Area needs as it pertains to North Bay Region capabilities and capacity. • Meet with Emergency Managers from local agencies and special districts to discuss specific needs, risks, and capabilities while conducting liaison activities for North Bay Region. • Conduct a Gaps Analysis to assess economic, environmental, and societal recovery and restoration needs vs. current regional capabilities and capacities. 	<p>7/31/2012</p> <p>8/10/2012-9/30/2013</p> <p>10/31/2012</p>	<p>5/01/2012-11/30/2013</p>	<p>Not to Exceed: \$140,000</p>

		<ul style="list-style-type: none"> Develop an outline of the gaps as identified through assessment meetings and working groups assuring list meets goals of the Regional Emergency Coordination Plan. Present list to North Bay Advisory Group for discussion and prioritization for FY2013 BAUASI grant period. 	12/31/2012		
		<ul style="list-style-type: none"> Provide monthly briefings to North Bay (Sonoma, Napa, Solano, and Mann) participants to include projects specific to or of interest to the North Bay. 	Monthly — Ongoing		
		<ul style="list-style-type: none"> Participate in and attend North Bay region working groups meetings Advisory Group monthly meetings, and ensure North Bay Approval Authority Board Member is kept apprised of all regional planning activities, potential new projects and status of all approved regional projects and programs. 	Monthly — Ongoing		
		<ul style="list-style-type: none"> Coordinate, manage and facilitate the delivery of projects, UASI funds in the North Bay by collaborating with other staff from North Bay jurisdictions. 	6/30/2013		
		<ul style="list-style-type: none"> Facilitate the execution of any MOU's within the North Bay jurisdictions and present to the UASI Grants Manager. 	Within 20 days of the final legislative process		
		<ul style="list-style-type: none"> Complete PCII online training and Digital Sand Box training to assure appropriate use of risk assessment tools for the region. 	8/31/2012		
		<ul style="list-style-type: none"> Review existing information in Digital Sand Box and conduct analysis as it pertains to North Bay Region. 	9/30/2012		
		<ul style="list-style-type: none"> Create greater participation in 	6/30/2013		

		<p>BAUASI funded projects by North Bay Op Areas and local jurisdictions including the use of Digital Sand Box.</p> <ul style="list-style-type: none"> • Participate in the Regional Training and Exercises Program and CBRNE workshops representing the North Bay Region. • Assist in determining funding priorities for FY 2014 for North Bay Region Op Area and stakeholder working groups. • Participate in the Regional Assessment Working Group representing the North Bay Hub <p>Personnel — Prior to any expenditures for personnel, SONOMA must submit completed job descriptions to the UASI detailing the planning activities the personnel will complete and the deliverables to be produced. Prior to reimbursement, SONOMA must submit the following:</p> <ul style="list-style-type: none"> • all functional time sheets, payroll documentation showing payment of salaries and benefits, or cancelled checks; work product or certification that work was completed. <p>Contracts — All contracts must be pre-approved by the UASI prior to execution. In addition, SONOMA must satisfy the following guidelines:</p> <ul style="list-style-type: none"> • Procurement of contractual services must follow local policies and procedures for competitive purchasing (provided they are not in conflict with Federal regulations which supersede them). If sole source approval is needed, SONOMA must transmit a sole source request to the UASI for submission to the State. 	<p>Monthly — Ongoing</p>		
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