



REGIONAL TRAINING & EXERCISE PROGRAM



Guidance Manual

February 2014





REGIONAL TRAINING & EXERCISE PROGRAM



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REGIONAL TRAINING & EXERCISE PROGRAM



Program Overview

On July 15, 2011, the 2010 MOU between the Alameda County Sheriff's Office (ACSO) and the San Francisco Bay Area UASI (UASI) was finalized, officially establishing the commencement of the Bay Area UASI Regional Training & Exercise Program managed by the Alameda County Sheriff's Office.

The Alameda County Sheriff's Office provides and manages a sustainable regional Training & Exercise Program for the Bay Area UASI program, serving multi-disciplines including; Law Enforcement, Fire, EMS, Public Health and Emergency Management.

Published reports and guidelines such as those prepared by State and Federal Agencies, as well as the Multi-Year Training and Exercise Plan, the Risk Assessment Capability (RAC) Report, and other documents specifically prepared for the Approval Authority, were utilized in the development of the Regional Training & Exercise Program. All plans, guidance documents and training shall conform with, and are consistent with, the California Incident Command System (ICS), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), the National Infrastructure Protection Plan (NIPP), and the National Response Framework (NRF).

Goals: The Training and Exercise Planning Workgroup Members engage in a fair, open, and transparent process throughout the planning, vetting and implementation phases. The Workgroup makes certain that products and services rendered are: equitably and geographically distributed; are at reasonable cost(s) (including Instructor Rates); meet the regional training needs and gaps; while ensuring fair market competition for its vendors.

Vision: To promote, encourage and provide training and exercise opportunities for our emergency response workforce, ensuring our workforce is maintained in a state of readiness and competency for all communities within the 12 County Bay Area UASI Region.

Mission: Utilizing the Regional Training & Exercise Program's Multi-Year Training and Exercise Plan, the Alameda County Sheriff's Office, on behalf of the Bay Area UASI Program, will promote equitable and geographical distribution of Training and Exercise Funds amongst various agencies and disciplines within the 12 County UASI Region.



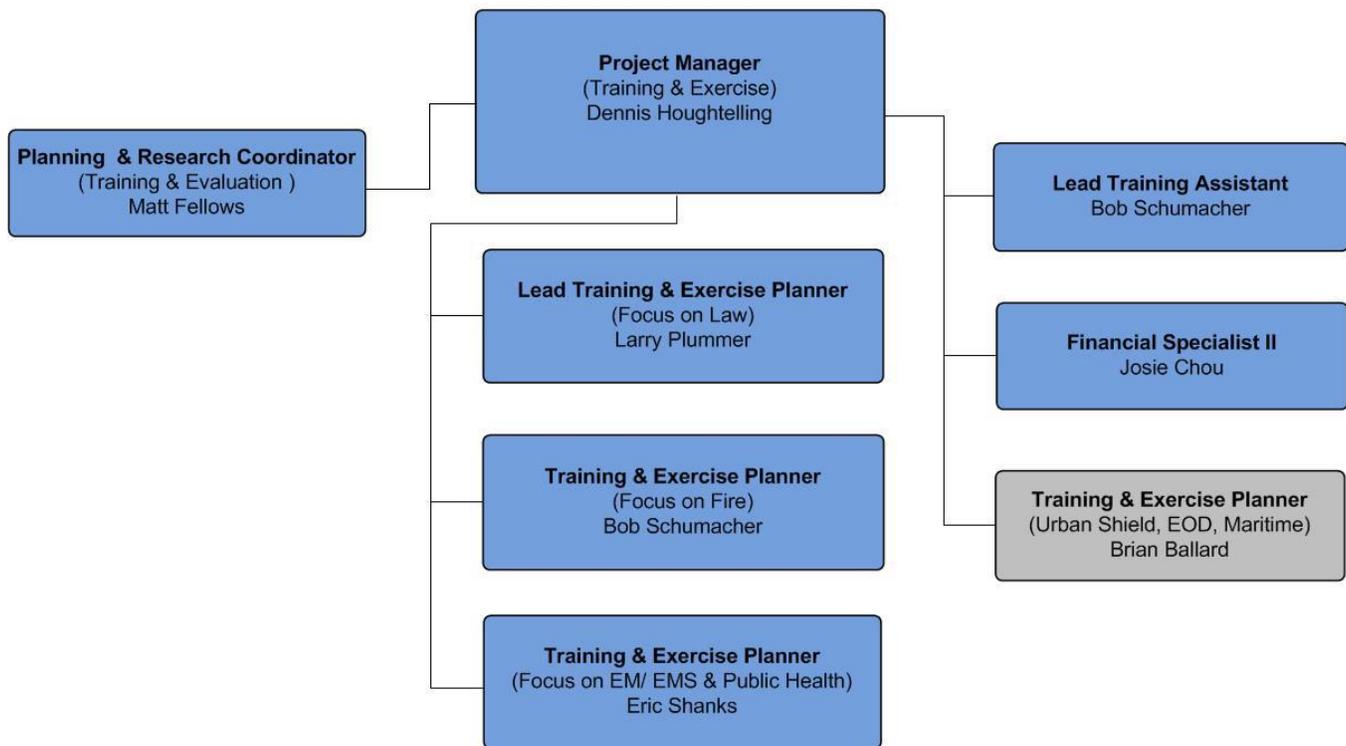
REGIONAL TRAINING & EXERCISE PROGRAM



Regional Training & Exercise Program Staff

Organizational Chart

“UASI Regional Training and Exercise Program Staff”



Contact Information

Bay Area UASI Regional Training & Exercise Program

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Dublin, CA 94568

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Fax Number: (925) 560-5867

Dennis Houghtelling

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Program Manager, Bay Area UASI Training & Exercise Program
Email: dhoughtelling@acgov.org
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Email: mfellows@acgov.org
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Lead Training & Exercise Planner, Bay Area UASI Training & Exercise Program
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Phone: (925) 560-5872

Bob Schumacher

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Training & Exercise Planner, Bay Area UASI Training & Exercise Program
Email: rschumacher@acgov.org
Phone: (925) 560-5871

Eric Shanks

Oakland Fire Department, Emergency Management Services Division (EMSD)
Training & Exercise Planner, Bay Area UASI Training & Exercise Program
Email: eshanks@oaklandnet.com
Phone: (925) 560-5858

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Training Assistant, Bay Area UASI Training & Exercise Program
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REGIONAL TRAINING & EXERCISE PROGRAM



Information for Users

Who is Eligible

In order to attend the free courses offered by the Regional Training & Exercise Program, certain criteria must be met, which includes:

- You must be affiliated with a public service agency or a non-governmental/private sector organization.
- You must be employed within the twelve county Bay Area UASI Region which includes the counties of: Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma.

Note: *Non-governmental or private sector organizations may be precluded from training as determined by the Regional Training & Exercise staff.*

Cost

Courses provided by the Regional Training & Exercise Program are provided to students at no cost. The Regional Training & Exercise Program will not reimburse for backfill and overtime costs.

Creating a Website User Account

In order to register for courses through the Regional Training & Exercise Program, you must create a user account on the Regional Training & Exercise Program's website located at <https://www.bauasitep.org>.

Note: *Please create only one user account.*

On the website, click the "Create Account" button and complete the form using your employment information as is pertains to your agency/government/organization/business affiliation.

When you reach the field for the registration code, enter the following: **#4teprestration**

It is recommended that users check the box to receive course notifications if you wish to attend training courses. In some cases, due to the popular demand of some courses, the registration reaches capacity within a matter of minutes of the course announcement being emailed to users.

If you forgot your password, go to the website login page and click the “Forgot Password?” button. Then enter your email address associated with your user account and your password will be mailed to you.

Website Email Notifications

The Regional Training & Exercise Program sends email notifications to users about new courses available for registration, registration confirmations / registration status changes, course reminders for registered students, among others. If at any time you wish to stop receiving course notification emails from the Regional Training & Exercise Program, you may log into your account and select “My Account” and uncheck the box to receive the notifications.

***Note:** The automated emails users receive are sent by the website server with the sole purpose of delivering bulk email notifications. The email address, info@bauasitep.org, used to send these emails is not monitored by the Regional Training & Exercise Program staff and should not be used to communicate with the Regional Training & Exercise Program. If you need to contact the Regional Training & Exercise Program staff or notify the Regional Training & Exercise Program staff about your inability to attend a course, please refer to the staff contact information listed above.*

***Note:** The automated email system used for the Regional Training & Exercise Program’s website is sometimes blocked by the user’s email provider. This is due to some email providers viewing our emails as bulk or spam email. If you are having trouble receiving our emails, please contact your information technology department or check your email settings to allow info@bauasitep.org as an approved sender.*

Registering for Courses

To register for courses, login to the Regional Training & Exercise Program’s website and select the “Courses” tab. In the “Courses” tab there are two options:

- **Available Courses:** Provides a list of all upcoming courses, including courses the user is registered for.
- **My Courses:** Provides a list of upcoming and previous courses the user has registered for.

There are four status indicators for classes:

- **Available (green):** The course has available seats.
- **Standby (orange):** The course no longer has available seats, but users can register on the standby/waiting list.
- **Closed (red):** The course is not accepting registrations of any kind.

- **Registered (blue):** You are registered for the course. If you are registered to attend the course, the status will indicate “Registered”. If you are registered as a standby, the status will indicate “Registered (Standby)”.

To register for an available course, click on the course and click the “Register” button.

To register for a course on the standby/waiting list, click on the course and click the “Register as Standby” button.

Unregistering from Courses

To unregister for a course, click on the course and select the “Unregister” button.

Students may unregister from the course on the website until one day prior to the course’s starting date. If students wish to unregister from a course the day prior to the course’s start date, they must contact the Regional Training & Exercise Program staff via phone or email. Failing to contact the Regional Training & Exercise Program staff prior to the courses start date will constitute a non-attendance of the course.

***Note:** Please be courteous to other students by unregistering from a course you know you will be unable to attend as soon as possible. This allows other students waiting on the standby list to be registered for the course and have adequate time and notice to attend. Most courses have students on the standby list and our vendors have out of pocket or up-front costs. These upfront costs may not be reimbursable if the seat is left empty.*

***Note:** Notifying the course presenter/vendor of your inability to attend a course does not constitute notifying the Regional Training & Exercise Program staff and may result in a non-attendance. Please contact the Regional Training & Exercise Program staff of your inability to attend a course.*

Non-Attendance of Courses

If a student fails to attend a course, the student will be marked as a non-attendance and will be blocked from registering for courses for a minimum of six months and may be removed from any upcoming courses the student is registered for. If you believe your non-attendance is incorrect, please contact the Regional Training & Exercise Program staff.

Student Conduct

Students attending UASI Regional Training & Exercise Program sponsored training or exercises shall adhere to the policies and procedures of their own Agency/Department, whether they are attending training in an on-duty or off-duty capacity.

The following rules of conduct are mandated by the Regional Training & Exercise Program:

- Students attending the Regional Training & Exercise Program’s trainings and events shall conduct themselves ethically, professionally, and responsibly, and not in a manner that reflects poorly on their Agency/Department or the Regional Training & Exercise Program.
- Consumption of alcoholic beverages or controlled substances, or being present where alcoholic beverages or controlled substances are being used, or knowingly becoming intoxicated through the use of prescribed drugs while participating in Regional Training & Exercise Program sponsored training and exercises, or while on any Regional Training & Exercise Program training site/facility is strictly prohibited.

Violations of student conduct shall be reported to the Safety Officer and/or Lead Instructor immediately. The Lead Instructor shall also ensure that all conduct violations are reported verbally and in writing to the UASI Training & Exercise Program Manager as soon as possible.

Students deemed to be in violation of their own Agency’s Policies and Procedures or any of the Regional Training & Exercise Program’s rules of conduct while participating in any Regional Training & Exercise Program sponsored training and exercise events will be prohibited from attending any future Regional Training & Exercise Program sponsored training and exercise events.

Submitting a Course Proposal

The Regional Training & Exercise Program accepts new course proposals on an ongoing basis. Several times a year, the Bay Area UASI Regional Training & Exercise Program’s Program Manager will announce dates when course proposals will be vetted.

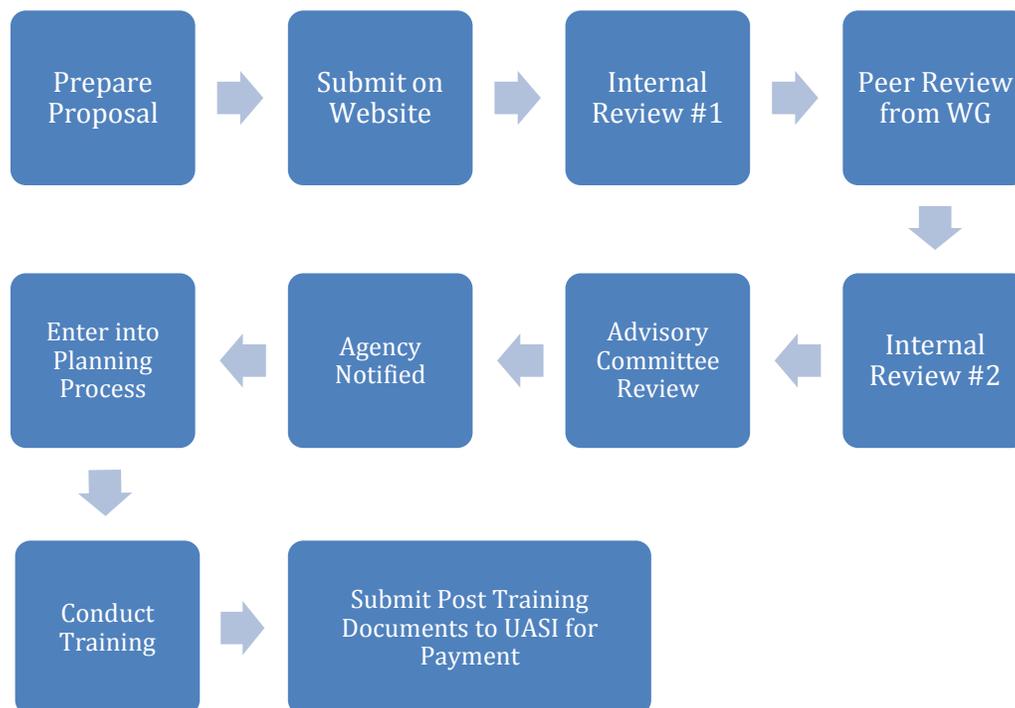
To submit a training and exercise proposal:

Go to the Regional Training & Exercise Program’s website: <https://www.bauasitep.org>.

If you have not already created a user account, please refer to the “Information for Users” section above.

1. Log onto the website using your existing account
2. Click on the “Proposals” tab
3. Click on the “Create New Proposal” button
4. When submitting a proposal, the following information with an asterisk must be included in the proposal:
 - Training Nexus – Choose either *Terrorism Nexus* or *Catastrophic Disaster Nexus*
 - Course Name – Enter the course name
 - Course Description – Enter the course description
 - Course Pre-requisites – Enter the course pre-requisites, or type “None” if not applicable
 - Special Equipment/Other Needs (optional) – Enter any special equipment or other needs

- Course Start/End Dates (optional) – Enter the proposed start and end dates for the course
 - Total Course Hours – Enter the total course hours
 - Course Dates/Hours Description (optional) – Enter the description of course schedule if known
 - Course Location (optional) – Enter the name of the location the course is held at
 - Course Address (optional) – Enter the address where the course will be held
 - Select County – Choose the county the course will be held in
 - Training Activity – Choose the appropriate training activity for the course
 - Class size – Enter the total number of students
 - Approved Course Catalog – Choose the appropriate course catalog, or if the course is not in a course catalog, select “Not in Course Catalog”
 - Course Number (optional) – If the course is listed in a course catalog, enter the corresponding course number from the course catalog. Links are provided to the above course catalogs.
 - Course Justification– Describe the justification for the course i.e. After Action Report, Training Gap, Identified need, etc.
 - Reference Material: [2013 Bay Area Homeland Security Strategy](#)
 - Target Discipline – Choose the most appropriate discipline for the course
 - Training Level – Choose the appropriate training level
 - Course Cost – Enter the estimated cost for the course
 - Suggested Training Provider – Please include one to three vendors from the Approved Vendor List
 - If the vendor is not on the Approved Vendor List, the proposer must use their own procurement process
5. If you wish to save your proposal and edit it a later time, click the “Save Changes” button.
6. If you want to submit your proposal to the Training & Exercise Program, please click the “Submit Proposal” button.



Course Proposal Vetting Process

Once a course proposal has been submitted, an internal staff review is conducted to determine if the proposal is complete and meets the grant funding requirements. The proposal is then reviewed by the Regional Training & Exercise Workgroup and prioritized utilizing a scoring tool. On average, course proposals will be reviewed two to four times annually.

Note: *If you submit a course proposal for vetting, it is important that you attend the vetting session, which will be held during a scheduled monthly Training & Exercise Program Workgroup Meeting. For more information on when the next vetting session for your course proposal will be scheduled, contact the Regional Training & Exercise Program staff.*

At the discretion of the Regional Training & Exercise Program, an *Emergency Vetting Process* can occur. Determination of emergency vetting will be based on the following criteria:

- A newly identified gap, need, or threat/risk
- An emerging response requirement
- A change in standards of training or standards of operations

Upon completion of the Workgroup review, the Regional Training & Exercise staff conducts an additional review ensuring:

- No duplication of efforts
- Proposed budget is reasonable
- Class is regional
- Training gaps are addressed
- Equity in geographical distribution, and
- Consistency with the UASI Multi-Year Training and Exercise Plan

Once the course proposals have been vetted and reviewed, course proposal will move to the Advisory Group for final approval. Once approved, the Regional Training & Exercise Program staff will assign a planner to assist with planning the course.

Note: *Course proposals that are vetted and approved to move forward in the planning process are not guaranteed to be funded or executed unless authorized by the Regional Training & Exercise Program. Any vendor or hosting agency conducting planning efforts or completing training without the prior, timely approval or knowledge of the Regional Training & Exercise Program staff, may not be reimbursed nor the vendor compensated.*

Approved Vendor List

The following table lists the approved vendors. Contracts with these vendors will expire on or before December 31st, 2014. At the discretion of the Alameda County Sheriff's Office and the Bay Area Regional Training & Exercise Program, the approved vendor could be closed or re-opened at any time, based on need, gap and/or priority.

Note: *The Regional Training & Exercise Program staff has sole discretion to pre-select approved qualified and/or sole source vendors, to provide training services, using a lowest bid or other criteria identified during implementation or program planning. Designation of approved vendor does not guarantee an award for contract to conduct trainings.*

Citygate Associates, LLC	2250 East Bidwell Street, Ste. 100 Folsom, CA 95630 O: 916.458.5100 ext. 101	David DeRoos ddeeroos@citygateassociates.com www.citygateassociates.com
RW Jones & Associates	P.O. Box 0362 Riverbank, CA 95367 O: 209.406.2447	Randall Jones rwjones@ertnow.com www.ertnow.com
Fulcrum Concepts, LLC	103 Arrow Court Yorktown, Virginia 23693 O: 757.337.4627	Thomas Di Tomasso 910.691.2847 ditto@fulcrumconceptsllc.com
Willdan Homeland Solutions	2401 E. Katella Ave., Ste. 220 Anaheim, CA 92806 O: 925.556.2600 ext. 1389	James Bailey jbailey@willdan.com www.willdan.com
Science Applications International Corp (SAIC)	1000 Broadway, Suite 675 Oakland, CA 94607 O: 510.465.5209	Eddie Hulsey C: 706.627.0790 Eddie.b.hulsey@saic.com
Tetra Tech EM, Inc.	1999 Harrison Street, Suite 500 Oakland, CA 94612 www.tetrattech.com	Ed Sussenguth O: 510.302.6300 Ed.sussenguth@tetrattech.com
Security Solutions, International (SSI)	13155 SW 134 th St., Suite 204 Miami, Florida 33186 O: 786.573.3999	Henry Morgenstern C: 305.401.6906 bradman@homelandsecurityssi.com
Northern California Rescue Training, NCRT	P.O. Box 411314 San Francisco, CA 94141 O: 415.944.8080	Tony Smerdel frank@norcalrescuetraining.com http://www.norcalrescuetraining.com
Incident Management Training Consortium, LLC (IMTC)	40282 Highway 41, Suite #7 Oakhurst, CA 93644 O: 559.683.7800	Geoff Wilford C: 661.619.8600 Geoff.wilford@imtcllc.com
Sabre Group, LLC	473 Paseo Companeros St. Chico, CA 95928 O: 530.725.8433	Frank Bowman C: 530.321.1221 fbowman@sabregroupllc.com

RDX, Inc	3033 Andretti Lane Henderson, NV 89052 F: 702.263.1924	Ernest Lorelli O: 702.296.0951 ernest@rdxinc.com
Alpha Trac, Inc	10385 Westmoor Dr., Suite 300 Westminster, CO 80021 O: 720.263.4402	Reed Hodgkin rhodgin@alphatrac.com www.alphatrac.com
Cytel Group, LLC	17200 Foothill Blvd., Castro Valley, CA 94546 F: 925.392.8803	James L. Baker O: 925.354.6893 jim@cytelgroup.com
Public Safety Training Institute	P.O. Box 6134 Auburn, CA 95603 F: 510.357.5066	Mike Elerick O: 530.906.5412 mike@PSTI-Site.org
Plan A Solutions	410 Fritch Creek Road Ben Lomond, CA 95005	Vol Ranger O: 831.336.2247
Urban Environmental Research, LLC	1120 N. Town Center Dr., #100 Las Vegas, NV 89144 O: 702-254-0306	Sheila Conway sconway@uerlv.com www.uerlv.com
WMD Tech	5465 E. Terra Linda Way Nampa, ID 83687 O: 866.963.8324	Christopher Brown C: 830.237.6907 cbrown@wmdtech.com



REGIONAL TRAINING & EXERCISE PROGRAM



Information for Vendors

Vendor Responsibilities

The vendor will be responsible for training their instructors on an ongoing basis and will orient each instructor prior to the delivery of any training for the first time. The orientation will cover an overview of the UASI Training & Exercise Program, its policies, safety and emergency procedures while in class, ergonomics, pre-requisites, student conduct, sign-in sheets, evaluations and certificates.

The Vendor is to provide ongoing coordination with hosting agency and Regional Training & Exercise Program staff:

- Vendor is responsible for the training site, student rosters, instructor resumes and qualifying credentials, logistics and all site costs if not coordinated with a host agency.
- Vendor must maintain all training records until three years after the Department of Homeland Security officially closes the grant by formal letter. This could typically be up to ten years or more before the grant is officially closed (i.e. there are still some 2004 DHS grants that have not officially closed).
- The vendor is responsible for providing high quality, certified instructors on a consistent basis to deliver customized training as needed by UASI.
 - All instructors will use the methods suggested by the training protocols established such as maintaining and updating each training syllabus, introducing and following terminal learning objectives for each class, completing training as described, and utilizing training aids where applicable.
- Pilot classes must be coordinated with UASI staff and the CalOES State Training Officer for technical assistance and guidance.
- UASI staff will conduct curriculum review on pilot classes. Vendor must submit curriculums in DHS format. Vendor, at no cost to the UASI program, will update curriculum based on feedback from subject matter expert review.
- Develop flyer in MS Word in a timely manner.
- Provide T&E staff with student size and instructor ratios.
- Provide all training materials to include student evaluations including instructor evaluation, post test (final exam) measuring skills (DHS Requirement).

- Provide Certificates (State certificates if applicable).
- Provide quote based on full class roster. Provide in the following format:
 - Training Consultant(s)/Instructor (based on hourly rate for each level of instructors)
 - Design/Develop/Conduct/Evaluate
 - Travel
 - Supplies/Materials
 - Training Equipment (Ask T &E Planner for clarification on eligibility)
- The vendor will offer course content that satisfies the UASI T&E preparedness training objectives.
- Sign in sheets, Instructor Bios, Instructor Certificates, agendas, evaluations and course completion (grading sheets if applicable) .
- Pre and post evaluations measuring student learning if applicable or requested, class evaluation, and/or post evaluation including instructor evaluation. This should include a written exam, which is a DHS requirement.

Note: *Instructors will provide the training for the entire time allotted for each class. Any deviation in class hours needs to be authorized in advance by the Regional Training & Exercise Program staff and the vendor will amend the invoice appropriately to reflect the actual class hours taught.*

Allowable Costs

The following are allowable costs for the training courses:

- Training Consultant(s)/Instructor(s)
- Design/Develop/Conduct/Evaluate
- Travel and per diem
- Supplies/Materials
- Training Equipment: Ask T &E Planner for clarification on eligibility
- Facility rentals
- Equipment rentals

Note: *The vendor must invoice for reimbursement of “actual costs” (actual student enrollment), not invoice for projected student enrollment.*

Non-Allowable Costs

The following is a list of items that are generally non-allowable:

- Curriculum development for pilot, customized or new classes
- Food for participants
- Non-consumables
- Ammunition
- Excessive Instructor rates (compensation services is to be reasonable and consistent with that paid for similar services in the marketplace)
- Overtime and backfill
- Additional instructors above Student/Instructor ratios (per state requirements)
- Student manuals and other student costs above actual enrollment

Reimbursements and other Finance Issues

The vendor is responsible for submitting an invoice to UASI based on ACTUAL costs and ACTUAL student enrollment. The vendor will be paid for time, materials and for services rendered. Training days are generally eight (8) hours long, e.g. 0830 to 1630 hours, including a one (1) hour lunch and two fifteen (15) minute breaks for a total of eight (8) hours of curriculum.

To submit for reimbursement and/or for vendor payment, the following needs to be provided:

- Copies of class rosters and sign in sheets
- Copies of student certificates
- All receipts for travel and per diem
- Copies of student evaluations
- Copies of agendas and course outline
- Copies of any invoices or receipts for allowable items
- Copies of city or county procurement policies and/or RFP process (if UASI is reimbursing local agency and not the vendor)
- Copies of Instructor Resume(s) and Credentials or Instructor Certificates
- If UASI is reimbursing an agency for payment in arrears, proof of payment to vendor must also be received.

Note: *The vendor must submit an original hard copy (required) and one (1) photocopy (preferred) of all above named documents to the Regional Training & Exercise Program staff for before reimbursement can occur. The vendor will not be reimbursed until all documentation is received and approved by the Regional Training & Exercise Program staff.*



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Regional Training & Exercise Program Responsibilities

The Regional Training & Exercise Program Staff will be responsible for providing ongoing coordination with the hosting agency and the vendor/instructor to include:

- Submit the EHP to Bay Area UASI for approval
- Submit class information to CalOES for approval and tracking number
- Create vendor Purchase orders upon receipt of quote(s)
- Complete entry into the website for proposal and class information
- Pre-populate system with pre-registrants from hosting agency
- Publish the class on the UASI registration site
- Provide technical assistance to UASI membership pool
- Upload the class flyer, medical release forms or any other required information
- Coordinate with vendor for class description, pre-requisites and any other special requirements (such as PPE)
- Reconcile class sign in rosters with website registration lists
- Change class rosters to reflect class completion
- Coordinate with vendor staff regarding required documentation for reimbursements
- Process vendor reimbursement and track expenditures
- Track the progress of proposals and the completion of classes
- Prepare department reports (monthly, quarterly, annual)
- Conduct strategic planning and/or develop training plans
- Website hosting and maintenance
- Curriculum review and approval of pilot classes
- Site visits, audit classes, instructors and/or training
- Coordinate with POST and other approval agencies
- Manually reconcile class rosters on registration website
- Send reminder emails to registrants
- Attend various UASI meetings (HUB, Advisory, Workgroup, etc.)
- Develop policies and procedures for the program
- Develop strategies around membership pool, equitable and geographic distribution of funds, training gaps, needs and priorities
- Assist with other Bay Area UASI programs for grant development and reports
- Process sole source agreement(s) for special circumstance training

- Coordinate with city and/or agency fiscal staff with processing reimbursement claims
- Review other city or agency procurement policies to assess no conflict with grant funding processes
- Vendor must maintain all training records until three years after the Department of Homeland Security officially closes the grant by formal letter.

Note: *At the discretion of the Bay Area UASI T&E Program, a class (or series of classes) may be canceled at any time. The Sheriff's Office reserves the right to cancel the training class within fourteen (14 days) notice, and not be charged for the class or training manuals by the vendor.*