

		<ul style="list-style-type: none"> • 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, and identify and analyze opportunities for implementing efficiencies and improvements • Select, direct and manage a Management Team to support the Approval Authority and the BAUASI region's initiatives and projects. • Communicate regularly with executive-level management regarding the organization's activities and coordinate and/or represent the organization before legislative boards or committees on a regular or as needed basis. • Chair the Coalition of California UASIs (CCUs) meetings to discuss and implement statewide best practices and preparedness goals/strategies. • Chair the STC Principal Partners Meetings to adopt required STC required policies/documents: Implementation Strategy, MOUs, CONOPS, PRND Strategy, and other ad hoc documents. • Serve as a Liaison between Cal OES and the CA UASIs 	<ul style="list-style-type: none"> • Monitor/supervise and/or coach the Regional Program Manager, CFO, Grants Program Manager, the Regional Training/Exercise Program Manager; and the STC Program Manager. • Conduct weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • Consult with the Chair of the Approval Authority to develop agendas for Approval Authority meetings pursuant to the Bylaws of the Master MOU. • Represent the CA UASIs at the quarterly meetings of the CA Homeland Security Advisory Committee. • Develop CCU agendas and conduct quarterly meetings to share best practices among the CCU members. • Attend weekly deputies' meeting 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 <hr/> <ul style="list-style-type: none"> • Form necessary regional working groups to respond to 	<p>17%</p>
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		<ul style="list-style-type: none"> • Enhance the organization’s operating revenue by coordinating and strategizing with federal, state, and local agencies to increase organizational grant funding and/or leverage resource allocations for regional Planning, Organization, Exercise and Trainings • Collaborate with the NCRIC, Cal OES and other state/local agencies and departments to develop, enhance, and implement regional and statewide initiatives involving data sharing (California Common Operating Picture - CalCOP), cyber security, and risk management. 	<p>Notices of Announcements for applicable grants.</p> <ul style="list-style-type: none"> • Form working partnerships with the Coast Guard, Maritime Community, Dept. of Environment, and other federal/state agencies. 	
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Tristan Levardo Chief Financial Officer 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Oversee the financial administration of HLS grants and the financial operations of the Bay Area UASI. • Direct the day-to-day operations of the Grants Management Unit in support of the Bay Area UASI mission and goals. • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. • Attend local/ regional stakeholder meetings to implement best practices and state-wide preparedness goals and initiatives. • Participate in weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • Provide fiscal and accounting support as well as technical assistance to UASI management team, and 	<ul style="list-style-type: none"> • Comply with reporting requirements by submitting on time accurate Financial Workbook, cash requests, program status reports, and budget reports. • Implement funding allocation and program plans in accordance with grant guidelines. • Develop policies and procedures to implement grant management objectives per grant management guidelines. • Create reports for AA including project status reports, travel expense reports, etc. • Oversee activities of Post Audit, Single Audit, and other state and Federal audits. • Oversee monitoring of sub recipient activities in compliance with grant provisions, and generate meaningful monitoring reports. • Issue accurate and timely MOUs and LOAs. 	<p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p> <p>10%</p> <p>15%</p> <p>5%</p>

		<p>regional and local partners.</p> <ul style="list-style-type: none">• Oversee and coordinate the audit of grant accounting transactions including Single Audit, Post Audit and granting agency site reviews.• Oversee monitoring activities of regional and local jurisdictions in compliance with applicable grant guidelines.• Oversee completion of MOUs and LOAs.		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Scott Kaplan Contract Specialist 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Manage, develop, create and amend Memorandums of Understanding (MOU) with sub-recipient jurisdictions and Letters of Agreement (LOA) with San Francisco City Departments for all grant programs. • Develop professional services contracts. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. • Work with project managers to review programmatic requirements of various grants. • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. 	<ul style="list-style-type: none"> • Create MOU boilerplate, Appendix A and Grant Assurance templates for each grant program • Work in collaboration with UASI Program Managers and sub-recipient jurisdictions to obtain necessary information (e.g., project description, deliverables, timelines, contact information, budget amounts, etc.) in order to complete MOUs/LOAs • Generate formal modifications to MOUs/LOAs, as necessary • Serve as liaison to SF City Attorney. • Provide ongoing technical assistance to sub-recipients regarding MOU/LOA requirements and compliance • Maintain and track MOU/LOA status and budget information on the Inventory and Status spreadsheet • Carry out full execution of all MOUs/LOAs • Present updates to CFO and Program Mangers on MOUs/LOAs • Create RFP/RFQ for Professional Services Contracts. • Facilitate and/or participate on Review Panels. Write contracts using the City's 	<p>60%</p> <p>30%</p> <p>10%</p>

			<p>P600 boilerplate and scope of services</p> <ul style="list-style-type: none">• Process contracts with SF Office of Contracts Administration and Human Rights Commission.• Attend meetings of San Francisco Department of Emergency Management, Office of Contracts Administration and Civil Service Commission.	
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		<ul style="list-style-type: none"> • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants. • Provide initial training for new grants analysts in areas of budget, accounting, purchasing activities, payroll analysis and reconciliation, as well as UASI grants model structure of projects and solution areas and grants administration. • Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits. 		
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		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Yoshimi Saito Grants Specialist 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. • Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. • Ensure that the Bay Area UASI’s strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. • Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. • Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. • Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. • Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. • Assist in conducting onsite monitoring visits to ensure compliance. 	<p>30%</p> <p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p>

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	STC Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Vacant</p> <p>Financial Analyst</p> <p>8 am – 5 pm</p> <p>San Francisco</p>	<p>Program Management</p>	<ul style="list-style-type: none"> • Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. • Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. • Ensure that the Bay Area 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. • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> • Administer 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. • Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. • Assist in conducting onsite monitoring visits to ensure compliance. 	<p>30%</p> <p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p>

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>Vacant</p> <p>Administrative Analyst</p> <p>8 am – 5 pm</p> <p>San Francisco</p>	<p>1-10</p>	<ul style="list-style-type: none"> Perform desk audit of sub recipient reimbursement request to ensure that all expenditures are in compliant with grant guideline and they are supported by proper documentation. Prepare financial management forms workbooks for cash requests and modification requests and ensure all grant requirements have been met prior to submittal to the State. Ensure that the Bay Area T&E’s strategic goals align with National or State priorities as well with the Target Capabilities from the National Preparedness Guidelines. Actively engage, develop, foster, and enhance working partnerships with local and regional stakeholders, which include working groups, subject matter experts, and nongovernment organizations. Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. 	<ul style="list-style-type: none"> Administer T&E grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. Execute grant processes in ensuring compliance of regional and local sites and jurisdictions. Implement all fiscal and accounting requirements in grants management and reporting activities, ensuring all related internal control procedures are maintained and all budgetary control procedures are in place. Process and reconcile grants accounting transactions including budget, revenues, expenditures, and encumbrances within required timeframe, ensuring fiscal compliance with appropriate rules and provision. Prepare final management forms and workbooks for cash requests and modification requests in a timely manner. Assist in conducting onsite monitoring visits to ensure compliance. 	<p>30%</p> <p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p>

		<ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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**Bay Area Urban Areas Security Initiative (UASI)
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Janell Myhre</p> <p>Regional Program Manager</p> <p>8:30am – 5:00pm</p>	<p>Goals 3 and 5-9</p>	<p>Work with General Manager to lead the UASI Management Team in building Bay Area public safety and community preparedness capabilities, using a risk based approach aligned with federal guidelines.</p> <p>Organize program activities supporting the mission and goals of the Bay Area UASI. Identify and develop new program areas to support the strategic direction of the organization.</p> <p>Ensure program goals are met in identified areas, including stakeholder satisfaction, program quality and team member performance.</p> <p>Remain current in UASI and other national grant program standards.</p>	<ul style="list-style-type: none"> • Oversee Program Team initiatives and balance organizational workloads to achieve project management and monitoring goals. • Work with CFO to ensure UASI grant fiscal goals and objectives are coordinated with project management activities. • Track program measures and metrics supporting project development to close gaps identified in Bay Area THIRA/SPR. • Coordinate timely, relevant presentations to ensure the UASI Approval Authority is informed of program expenditures and the related impact on Bay Area public safety and community preparedness capabilities. • Coordinate with other UASI sites in the state and country to engage in national information sharing on current program and project development and standards. 	<p>70%</p>

Staff	UASI Goal Areas	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		Implement best practices to strengthen regional relationships in order to coordinate and improve the development and use of UASI programs.	<ul style="list-style-type: none"> • Coordinate Bay Area stakeholder outreach and follow up to support regional program planning and execution. • Ensure UASI program team processes are efficient, accurate and up to date; archive information for future reference. • Track and assess funding sustainability through program toolkit products and the UASI Technical Assistance Program; track and evaluate program effectiveness; revise program based on Bay Area input. • Engage and coordinate with Bay Area regional agencies and organizations, CalOES and Coastal Region, and FEMA Region IX to coordinate and support Bay Area initiatives. 	20%
		Support Bay Area jurisdictions with UASI project management coordination	<ul style="list-style-type: none"> • Provide guidance and support to Program Team in assisting UASI funding sub recipients to complete projects through project monitoring and contractor management. • Attend Bay Area regional meetings and conduct outreach to work directly with Bay Area jurisdictions, as needed. 	10%



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020 – 2021**

Staff	UASI Goals	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Amy Ramirez</p> <p>Risk Management & Health/Medical Project Manager</p> <p>SFDEM</p> <p>8:45am – 5:15pm</p>	<p>Goal 10</p> <p>Protect Critical Infrastructure and Key Resources</p>	<p>Manage the Risk Management Program for the Bay Area, including the THIRA & SPR process.</p>	<ul style="list-style-type: none"> • Oversee the THIRA/SPR development process; gather local government input to meet FEMA requirements. • Manage vendor deliverables supporting the THIRA/SPR and the Risk Management Program. • Identify and implement opportunities to refine and update the Risk Management program to incorporate capability assessments and evaluations. • Facilitate and coordinate asset updates and PCII certification. • Provide written status reports and provide oral presentations to General Manager, UASI Approval Authority, and other organizations as requested. Maintain all records associated with project activities. 	<p>50%</p>



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
<p>Mikyung Kim-Molina</p> <p>Communications and Technology Project Manager</p> <p>SF DEM</p> <p>8:45am – 5:15pm</p>	<p>Goal 8 Public Safety Information Sharing</p> <p>Goal 3 Enhance Cybersecurity</p> <p>Goal 2 Enhance the Protection of Soft Targets</p> <p>Goal 4 Address Emergent Threats</p> <p>Goal 6 Strengthen Emergency Communications Capabilities</p>	<p>Project Manager for the Public Safety Information Sharing</p> <p>Project Manager for cyber resilience projects</p> <p>Project Manager for operational communications and public information and warning projects</p>	<ul style="list-style-type: none"> • Public Information and Sharing: Coordinate and support efforts to enhance regional information sharing; Chair the Public Safety Information Sharing Workgroup; providing project oversight and monitoring to ARIES and COPLINK projects. • Cyber Security: Plan and manage the Cybersecurity Framework Planning Project and the Cybersecurity Tiered Training Project as well as other projects to strengthen cyber resilience capabilities, including chairing the Cyber Resilience Workgroup. Manage Cyber Security National Priority Projects. • Operational Communications: Coordinate with BayRICS, the P25 Radio Operators Advisory Group to enhance interoperable communications in the region. Coordinate with BayRICS in managing TICP and FirstNet activities. • Emergency Public Information and Warning: Coordinate and support efforts to enhance regional public information and mass notification capabilities, including chairing the Public Information & Warning Working Group; Manage and oversee the development of the annual Bay Area Mass Notification Seminar. 	<p>5%</p> <p>40%</p> <p>5%</p> <p>40%</p>

Staff	UASI Goal/ Objectives	Assignments and Responsibilities	Critical Tasks & Job Functions	Allocation of Time
		<p>Provide regional stakeholder coordination; oversee project procurement and monitoring duties</p>	<ul style="list-style-type: none"> • Performs project management duties; coordinates 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, as needed. 	<p>10%</p>

Staff	UASI Goals	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
		Project Monitoring	<ul style="list-style-type: none"> • Represent Bay Area UASI in meetings related to regional projects, policies, or procedures. Including CalOES Mutual Aid Regional Advisory Committee (MARAC), California Emergency Services Association (CESA), and other stakeholder groups as appropriate. • Monitor progress of assigned sub-grantee allocated projects on a quarterly basis. 	15%



**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
VACANT Securing the Cities (STC) Program Manager	<p>Goal 2 Enhance Protection of Soft Targets/CBRNE</p> <p>Goal 4 Address Emergent Threats/CBRNE</p> <p>Goal 10 Protect Critical Infrastructure and Key Resources</p>	<p>Manage the Securing the Cities (STC) Program.</p> <ul style="list-style-type: none"> • Establish and oversee the program management office for the STC program. • Oversee and manage vendor contract to execute year one deliverables. • 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. 	<ul style="list-style-type: none"> • Establish and convene grant required working groups such as STC Principal Partners and operational Sub Committees. • Coordinate with the Office of Countering Weapons of Mass Destruction (CWMD) to ensure all STC grant requirements are implemented. • 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 • Review, recommend, and evaluate regional strategies for the financial and administrative management of the STC Program, including the roles of partnership entities, systems, monitoring, reporting, and performance management. • Develop short-term and long-term strategic plans and goals. Develop and implement policies, goals 	85%

			<p>and objectives, and ensure the enforcement of all applicable laws, ordinances and regulations.</p> <ul style="list-style-type: none"> • Provide input to the Bay Area UASI Chem-Bio National Priority Projects, leveraging information to build the STC Program where possible. • Conduct tracking and evaluation of STC program progress, providing input to the SPR and recommendations for program updates or revisions. • Prepare and present written reports and presentations, represent the organization and provide information to leadership groups as needed. 	15%
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**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
VACANT Chemical/ Biological/ Radiological/ Nuclear/ Explosive (CBRNE) Project Manager	Goal 2 Enhance Protection of Soft Targets/ CBRNE	Manage the Bay Area UASI Chemical, Biological, Radiological, Nuclear, & Explosive (CBRNE) Program <ul style="list-style-type: none"> • Provide guidance and assistance in finalizing CBRNE projects, records and documents. • Chair CBRNE Workgroup and related committees. 	<ul style="list-style-type: none"> • Coordinate and manage working group meetings; prepare and archive meeting agendas, minutes and follow up documents for CBRNE working group and PRND Committee meetings • Manage CBRNE Program strategic plan, ensuring goals and objectives are aligned with and update SPR targets and outcomes. • Oversee regional Chem-Bio National Priority Projects. • Prepare and provide written reports and presentations, as needed. 	45%
	Goal 4 Address Emergent Threats/ CBRNE			
	Goal 10 Protect Critical Infrastructure and Key Resources	Manage the Bay Area UASI Preventative Radiologic Nuclear Detection (PRND) initiative <ul style="list-style-type: none"> • Support PRND Committees meetings • Support and coordinate Bay Area goals with the Securing the Cities (STC) Program Manager 	<ul style="list-style-type: none"> • Maintain and update PRND policy and operational documents, ensuring planning, training and exercise activities build identified SPR goals. • Coordinate with and provide support to the STC Program Manager; leverage and enhance Bay Area PRND program capabilities. 	40%
		Project Monitoring	Monitor progress of assigned sub-grantee allocated projects on a quarterly basis.	15%



**Bay Area Urban Area Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments and Responsibilities	Critical Tasks and Job Functions	Allocation of Time
<p>Vacant</p> <p>Training and Exercise Program Manager</p> <p>40 hours weekly</p>	<p>Goals 2-10</p>	<p>Serve as the Program Manager for the Regional Training and Exercise (T&E) Program</p> <ul style="list-style-type: none"> • Implement the annual Regional Training & Exercise Program for the Bay Area. • Track and provide oversight to SenseMakers, LLC and Regional T&E Project Manager tasks. • Using a whole community approach, maintain a multidisciplinary Regional Training and Exercise Work Group. 	<ul style="list-style-type: none"> • Administer the Bay Area UASI Region Training and Exercise Program organizational structure, monitor staff assignments, and implement administrative processes to accomplish the Regional Training and Exercise Program’s mission and objectives in an effective and efficient manner. • Establish and track training and exercise program performance goals and objectives. Plan, monitor, evaluate, and manage the Regional T&E Program to meet Bay Area public safety and community preparedness needs. • Collaborate with the Bay Area Training and Exercise Work Group designated Community Preparedness Liaison; coordinate with community-based organizations to include community input in T&E program initiatives and outputs. • Ensure Improvement Plan (IP) items and performance gaps are identified and addressed from the annual regional exercise After Action Report (AAR). Recommend enhanced training and exercise delivery models, as needed. • Monitor the annual Regional T&E Program UASI grant budget; including the roles of partnership entities, systems or grants 	<p>85%</p>

			<p>procurement and performance management.</p> <ul style="list-style-type: none"> • Develop short-term and long-term strategic plans and goals; implement policies, goals and objectives. • Builds public-private and other strategic partnerships; attend stakeholder meetings, conferences, federal/state/local ad hoc meetings, as needed. • Implement approved policies and procedures ensuring T&E activities are compliant with UASI grant guidelines, including oversight of the Regional T&E program agreements, MOUs and vendor contracts • Maintain all T&E records. Review, recommend, and evaluate regional strategies for the financial and administrative management of the UASI Training and Exercise Program • Prepare reports and recommendations to UASI Management Team and Approval Authority, as needed. 	<p>15%</p>
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			<ul style="list-style-type: none">• Monitor the annual Regional T&E Program UASI grant budget; including the timely submission of reimbursement requests and provision of supporting documentation.	
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-2021**

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	Management and Administration	Supervision <ul style="list-style-type: none"> • Oversee and manage 8601 and 8602 assigned to Admin • Oversee and manage 8601 assigned to STC grants • Perform Mid-Year and Annual Reviews • Ensure accountability of assigned tasks • Oversee summer internship participants 	<ul style="list-style-type: none"> • Ensure accountability of 8601 and 8602 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 	5%
	Goals 1-10	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 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 	25%

		<p>Policies and Procedures</p> <ul style="list-style-type: none"> • Review all policies and procedures to ensure compliance requirements. • Coordinate updates to policies and procedures documents. • Design and conduct at least 1 compliance training session for staff. • Oversee the Continuity of Operations planning efforts to ensure essential office functions can continue in a disaster. 	<ul style="list-style-type: none"> • Conduct internal review of all policies and procedures and provide appropriate oversight; update every 2 years. • Work closely with regional stakeholders to ensure jurisdictions are compliant with grant guidelines per UASI policies and procedures as well as grant guidelines • Oversee the maintenance of UASI division’s Continuity of Operations Plan (COOP) and ensure that DES staff receives copies of all pertinent plans 	20%
		<p>Grant Proposal and Submittal Process</p> <ul style="list-style-type: none"> • Act as lead for Project 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 January Hub meetings • Draft applications for other grants as issued; collaborate with subject matter experts to ensure accuracy; submit 	<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 agencies and 	25%

		<p>applications in a timely manner.</p> <ul style="list-style-type: none"> Responsible for drafting and/or submitting UASI and other grant applications as needed. 	<p>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 to ensure they correctly identify gaps Work with stakeholders and project managers to identify these gaps, and 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 with both regional agencies and private sector entities. 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. 	5%

		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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		<p>Project Management Support</p>	<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. • 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 (Feb., Aug., and Nov.) and one Annual Report (May). • As necessary, conduct stakeholder outreach to ensure project efforts meet compliance requirements; review and edit regional risk plan materials and distribute to appropriate agencies. Support the Training and Exercise program by ensuring that all the databases and materials are properly updated. 	40%
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Goal	Assignments &	Critical Tasks & Job Functions	Allocation of Time
Lloyd Shand Emergency Services Coord 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 Prepare, edit, format, and distribute Approval Authority documents Maintain meeting records and official actions of the Approval Authority Set up and attend Approval Authority meetings 	2%
		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 office supplies Act as Liaison to Building Management, DEM Human Resources and other City Departments 	3%
	Goal 2-10	Research documents and website	<ul style="list-style-type: none"> Conduct research and provide support to Project Managers; Assist in the accurate preparation of reports, documents, or other technical materials. Maintain project monitoring tasks and status updates. Provide support to webmaster and assist with website updates and maintenance activities as necessary. Act as back up for all website planning. 	55%
		Risk Management Program	<ul style="list-style-type: none"> Assist the UASI Risk Management Project Manager by conducting research and maintaining data extracted by the Cal COP user database. 	20%

		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 	20%
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	STC Grant	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT STC Administrative Assistant</p> <p>8 am – 5 pm M - F</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Prepare and distribute agendas, notices, minutes, and documents and provide clerical support for the Northern California STC Region program. • Support the planning, coordination and development of Preventive Rad/Nuc Detection operations, plans and processes within the program. • Review, evaluate and analyze information used in the development and implementation of PRND plans, policies and procedures for the 49 counties in Northern CA and Washoe County, NV. • Research, analyze and provide reference information related to technical studies in PRND planning. • Review and analyze information for the preparation and dissemination of PRND information and determine best presentation of information for electronic and/or print postings and distributions. • Provide information to staff on policies regarding PRND operations. 	<ul style="list-style-type: none"> • Manage and coordinate documentation for Project Manager. • 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 Executive Committee. • Work with the Program Manager to evaluate procedures, and document new procedures to enhance the administrative support functions of the STC program. • Ensure the distribution of all work product to principal partners and members of the Executive Committee. 	<p>40%</p> <p>20%</p> <p>10%</p> <p>20%</p>

061120 Approval Authority Meeting June Agenda Item 03:
Annual Work Plans, STC Admin Asst., Vacant



		<ul style="list-style-type: none"> • Review and assess documents and processes to assist with the development and implementation of the PRND program for the Northern CA regional STC program. • Prepare reports, documents or other technical materials. 	<ul style="list-style-type: none"> • Prepare reports, memoranda, and correspondence for the STC Manager. 	10%
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**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2020-21**

Staff	UASI Grant	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
<p>VACANT</p> <p>T&E Administrative Assistant</p> <p>8 am – 5 pm M - F</p>	<p>Goals 2-10</p>	<ul style="list-style-type: none"> • Prepare and distribute agendas, notices, minutes, and documents and provide clerical support for the Training and Exercise program. • Support the planning, coordination and development of Training and Exercise plans and processes within the program. • Review, evaluate and analyze information used in the development and implementation of multi-year training and exercise plans, policies and procedures. • Review outreach materials for dissemination to stakeholders, prepare presentation materials for electronic and/or print postings and distribution. • Review and assess processes to assist with implementation of the Training and Exercise program. 	<ul style="list-style-type: none"> • Manage and coordinate documentation for Project Manager. • Gather and compile information to provide support for Training and Exercise project, which includes preparing After Action reports, maintaining records, and other documents related to the project • Maintain reports in compliance with federal, state, and local laws, and any policies and procedures established by the Training and Exercise program. • Work with the Program Manager to enhance the administrative support functions of the Training and Exercise program. • Ensure the distribution of all work product to stakeholders. 	<p>40%</p> <p>20%</p> <p>10%</p> <p>20%</p> <p>10%</p>